PROCEEDINGS

OF THE

Teachers College Board

OF THE

STATE OF ILLINOIS

ADLAI E. STEVENSON
GOVERNOR

July 1, 1951 — June 30, 1952

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179

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114

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TEACHERS COLLEGE BOARD

W. W. Wirtz, Chairman

Chas. G. Lanphier, Secretary

APPOINTED MEMBERS:

Mr. Jack Austin 1951-1953
Mrs. William R. Harris 1951-1953
Mr. Royal A. Stipes, Jr. 1951-1953

Dr. Noble J. Puffer 1951-1955
Dr. Lester O. Schriver. 1951-1955
Mr. Lewis M. Walker. 1951-1955

Mr. Joseph F. Bohrer 1951-1957
Dr. William G. Reavis 1951-1957
Mr. W. W. Wirtz 1951-1957

EX OFFICIO MEMBERS:

Dr. Vernon L. Nickell, Superintendent of Public Instruction
Dr. Joseph Pois, Director, Department of Finance

Dr. Richard G. Browne, Executive Officer
Room 524, Capitol Building
Springfield, Illinois

PROCEEDINGS OF THE TEACHERS COLLEGE BOARD

Minutes of Meetings of The Teachers College Board

DATE	WHERE HELD	Pages
July 3, 1951	Illinois State Normal University, Normal . . .	3-5
Sept. 24, 1951	Abraham Lincoln Hotel, Springfield	101-118
Oct. 15, 1951	Eastern Illinois State College, Charleston . . .	118-130
Nov. 19, 1951	Western Illinois State College, Macomb	133-147
Dec. 17, 1951	Room 1615, State of Illinois Building, Chicago	189-203
Jan. 28, 1952	Room 1615, State of Illinois Building, Chicago	210-228
Feb. 10, 1952	Illinois State Normal University, Normal . . .	229-236
March 17, 1952	Abraham Lincoln Hotel, Springfield	311-324
April 21, 1952	St. Nicholas Hotel, Springfield.	373-382
May 19, 1952	Northern Ill. State Teachers College, DeKalb.	433-443
June 23, 1952	Eastern Illinois State College, Charleston . . .	566-580

Presidents' Reports - Quarterly

Submitted at the Teachers College Board Meetings

DATE	SCHOOL	Pages
Sept. 24, 1951	Eastern Illinois State College, Charleston . . .	6-30
	Illinois State Normal University, Normal . . .	31-65
	Western Illinois State College, Macomb	66-83
	Northern Ill. State Teachers College, DeKalb.	83-101
Dec. 17, 1951	Eastern Illinois State College, Charleston . . .	147-156
	Illinois State Normal University, Normal . . .	157-169
	Western Illinois State College, Macomb	169-176
	Northern Ill. State Teachers College, DeKalb.	177-189
March 17, 1952	Eastern Illinois State College, Charleston . . .	236-246
	Illinois State Normal University, Normal . . .	247-279
	Western Illinois State College, Macomb	279-293
	Northern Ill. State Teachers College, DeKalb.	294-311
April 21, 1952	Eastern Illinois State College, Charleston . . .	324-342
	Western Illinois State College, Macomb	343-353
	Northern Ill. State Teachers College, DeKalb.	353-372
June 23, 1952	Eastern Illinois State College, Charleston . . .	444-465
	Illinois State Normal University, Normal . . .	465-522
	Western Illinois State College, Macomb	522-537
	Northern Ill. State Teachers College, DeKalb.	537-566

President's Reports - Informal

Submitted at the Teachers College Board Meetings

DATE	SCHOOL	Pages
Nov. 19, 1951	Illinois State Normal University, Normal . . .	130-132
Jan. 28, 1952	Eastern Illinois State College, Charleston . . .	204-209
May 19, 1952	Eastern Illinois State College, Charleston . . .	382-384
	Illinois State Normal University, Normal . . .	385-407
	Western Illinois State College, Macomb	408-419
	Northern Ill. State Teachers College, DeKalb.	420-433

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Illinois State Normal University

Normal, Illinois

July 3, 1951

The meeting was called to order by Mr. Walker, with the following Board members present: William W. Wirtz, Mrs. William R. Harris, Director Joseph Pois, Russell L. Guin, Lewis M. Walker, Jack Austin, William C. Reavis, Vernon L. Nickell. Also present were Charles G. Lanphier, Coordinator, and Mrs. Dorothy King, who acted as secretary.

Mr. Lanphier announced that the Governor has signed Bills No. 992, 994, and 995. Bill No. 992 gives authority to the Present Teachers College Board to elect its own chairman.

Mr. Guin nominated Mr. William W. Wirtz as Chairman of the Teachers College Board. The nomination was seconded by Mrs. Harris. After some discussion, the vote was called for and Mr. Wirtz was unanimously elected.

The meeting was turned over to Mr. Wirtz, who indicated that as a temporary organization the suggestions submitted by Mr. Morey at the meeting of the Teachers College Board on June 28 might be adopted in principle with definite plan of operation to be adopted by the Board at a later date, and indicating his thoughts as to the policy and operation of this organization as follows:

> This organization shall include selection of (1) an Executive Officer of the Board and Educational Coordinator and (2) Secretary of the Board and Financial Coordinator. The executive officer shall be in charge of the office of the Board and the employees of the Board shall be responsible to the Board through this executive officer. As educational coordinator this executive officer shall maintain a close contact with the four colleges and universities and with their administrative officers. He shall cooperate with such administrative officers in whatever way is most helpful to them and to the Board - his functions being always analytical and advisory rather than supervisory. The functions of the secretary of the Board and financial coordinator shall be first those that generally devolve

upon a recording secretary and to sign, upon direction of the Board, such papers and agreements as may require signature. He shall keep such records as the Board may need in its direction of the financial operation of the four colleges and universities. He shall cooperate with the business managers of said colleges and universities to assist in implementing all programs by which the Board shall discharge its obligation to direct the financial operation of the four colleges and universities. He shall perform for the Board and at their direction such functions as are necessary in using the state appropriation to this Board and the schools in ways that will help most in setting up the biennial budget of the schools. He shall cooperate with the executive officer of the Board in every possible way.

Mr. Walker moved that the suggestions of Mr. Wirtz relative to the policy of this Board, as presented, be tentatively approved and adopted. Mr. Guin seconded the motion, and it was carried unanimously.

Director Pois moved that a committee be appointed to draw up suggestions for by-laws and the operation of the Board. Motion seconded by Mrs. Harris, and carried unanimously.

Mr. Guin moved that Professor Richard G. Browne of Illinois State Normal University be hereby granted a leave of absence without pay and effective September 1, 1951, such leave of absence to continue so long as he occupies the position of Executive Officer and Educational Coordinator for this Board, but not beyond July 1, 1953, without express and further action by the Board. Upon the termination of his employment as such Educational Coordinator, he shall be entitled to resume his present position at Illinois State Normal University the same as though such employment had not been interrupted, and, during such period of employment as Educational Coordinator he will retain his retirement, sick leave, and Sabbatical leave status as though he were on the faculty of Illinois State Normal University. The motion was seconded by Mr. Walker. The vote was as follows: Wirtz, yes. Harris, yes. Pois, pass. Guin, yes. Walker, yes. Austin, yes. Reavis, yes. Nickell, yes.

Mr. Walker moved that Dr. Richard G. Browne be employed by the Board in the capacity of Executive Officer and Educational Coordinator and administrative head of the Board's staff office at a salary of $ 725.00

per month effective September 1, 1951 and to continue until July 1, 1953, or until such time prior thereto as he is tendered his present position as a full professor in the Department of Social Science at Illinois State Normal University. The motion was seconded by Mrs. Harris. The vote was as follows: Wirtz, yes. Harris, yes. Pois, pass. Guin, yes. Walker, yes. Austin, yes. Reavis, yes. Nickell, yes.

Mrs. Harris nominated Mr. Charles G. Lanphier as Secretary of the Teachers College Board. The nomination was seconded by Mr. Guin. The vote was called for and Mr. Lanphier was unanimously elected. Mrs. Harris moved that Mr. C. G. Lanphier be employed by the Board in the capacity of Financial Coordinator of the Board at a salary of $600.00 per month effective July 1, 1951. Mr. Guin seconded the motion. The vote was as follows: Wirtz, yes. Harris, yes. Pois, pass. Guin, yes. Walker, yes. Austin, yes. Reavis, yes. Nickell, yes.

A motion was made by Mr. Guin, and seconded by Director Pois, that temporarily a copy of all purchase orders to sent to the Central Office of the Board and one to Central Accounting, and that this procedure be followed pending developments. The motion carried.

Mr. Lanphier indicated that at the present time it is necessary to have Miss Rita Coleman, and one other stenographer-bookkeeper. When Dr. Browne begins work, Mr. Lanphier believes there will be need for another stenographer.

Mr. Guin moved that at the present time two persons under the classification of Clerk Stenographer II be employed, one of whom shall be Miss Rita Coleman and the other to be selected by Mr. Lanphier. The motion was seconded by Mrs. Harris, and carried.

Director Pois brought up the point that more money is being spent than has been appropriated to the Teachers College Board. After some discussion, Mr. Wirtz asked Director Pois and Mr. Lanphier to work out with the presidents a solution to the financial problem of the new organization.

The meeting adjourned.

William W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

TEACHERS COLLEGE BOARD

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE

FOR THE MEETING IN Springfield

September 24, 1951

To the Chairman, Secretary and Members of the Teachers College Board,

Ladies and Gentlemen:

The following report concerning the Eastern Illinois State College is presented for your consideration:

I. STUDENTS

A. Enrollment, Summer of 1951

	Men	Women	Total	Total one year ago	
Summer Term (June 11-Aug. 3)	132	386	518	564	Non-Veterans
	148	2	150	227	VETERANS
Total	280	388	668	791	
Campus Classes (8 weeks)		10	10	13	
Campus Workshops (3 wks)	2	26	28	38	
Off-Campus Workshops (3 wks)					
Field Tour		22	22	34	Field Tour
Olney	6	26	32	43	Shelbyville
Robinson	3	13	16	36	Vandalia
Flora	3	33	36	43	Robinson
Georgetown	1	16	17	15	Tuscola
Paris	4	2	6	26	Danville
Auditors	112	38	150		
TOTAL	131	186	317	248	

	Boys	Girls	Total	Total one year ago
Eastern State Elementary School	109	108	217	219

B. Scholarship Reports:

Certification of persons enrolled for the Summer

Term of 1951 on Teachers College Scholarships, was submitted to the Co-ordinator in the total of $413.00.

C. Veteran reimbursement for 1950-51:

Veterans under P.L. 346 (Regular "G.I.") and under P.L. 16 (Disabled) brought revenue to the college for 1950-51 as follows:

Summer, 1950	No. 346	$ 19,068.52
	No. 16	1,452.09
Fall, 1950	No. 346	24,538.24
	No. 16	1,814.57
Winter, 1950-51	No. 346	20,690.81
	No. 16	1,651.36
Spring, 1951	No. 346	19,182.75
	No. 16	1,202.26
	TOTAL	$ 89,600.60

D. Per-capita Cost, 1950-51

The following statistical information is presented as the basis of computing the per-capita cost for the year 1950-51:

Enrollment	Students	Total Courses (Student Load)	Quar. Hrs.
Summer Term, 1950 (8 wks)	791	2339 1/2	9358
Off-Campus Workshops, 1950			
Robinson	43	43	172
Danville	26	26	104
Vandalia	36	36	144
Tuscola	14	14	56
Shelbyville	41	41	164
Field Study Courses	34	34	136
Resident Extension	51	51	204
Fall Quarter, 1950	1369	5567 1/2	22270
Winter Quarter, 1950-51	1210	4978	19912
Spring Quarter, 1951	1104	4491 3/4	17967
Extension, 1950-51 (1st Half)	353	368	1472
Extension, 1950-51 (2nd Half)	347	350	1400
TOTAL	5,419	18,339 3/4	73,359

Expenditures for year ending June 30, 1951:

Personal Services	$ 864,192.88
Contractual Services	38,645.67
Postage	3,060.00
Office Expense	4,830.59
Travel	13,503.62
Retirement	34,398.00
Commodities	39,372.24
Printing	18,081.70
Educational Operations	
Personal Services	84,964.92
Contractual Services	None
Travel	3,756.11
Commodities	29,163.82
TOTAL	$ 1,133,969.55

Dividing the total quarter hours of instruction, 73,359 by 48, the equivalent student-hour load for a 36 week college year, gives a quotient of of 1528 as a weighted student factor. The per-capita cost for 1950-51 equals the Total Educational Expenditure of $1,133,969.55, divided by the weighted student factor of 1528 gives a quotient of $742.13. ($630.16 -- 1949-50)

E. The following students completed the requirements for the degree of Bachelor of Science in Education, and were graduated as of June 3, 1951: (*Indicates veteran of World War II)

*Adair, Richard Eugene . . . . . Charleston
Physical Education: Social Science, Geography
Adams, John Richard . . . . . Charleston
Physical Education: Social Science, Geography
*Adams, John Sidney . . . . . Robinson
Physics: Mathematics
Alter, Robert Rhodes . . . . . Charleston
Industrial Arts: Art
Ames, Pamela Joan . . . . . Windsor
Social Science: Physical Education, Geography
Arnold, Paul Thomas . . . . . Charleston
Industrial Arts: Physical Education

Baker, Jane Louise . . . . . Charleston
Music: Art
Barth, Catharine Jeanne . . . . . Cisne
Music: Social Science

Bartholomew, Sarah Jane . . . . . Chicago
Elementary Education: Social Science
*Beadles, Wallace Jean . . . . . Walnut Hill
Geography: Industrial Arts, Social Science
Beals, Robert Franklin . . . . . Mattoon
Social Science: Zoology
Beekler, Beverly June . . . . . Cisne
Home Economics: Physical Education
Bell, John Howard . . . . . St. Francisville
Chemistry: Zoology
Biedenbach, Louise Therese . . . . . New Baden
English: Speech, Social Science
Bliss, Barbara Ann Miller . . . . . Decatur
Elementary Education: Social Science
*Bliss, Samuel William, Jr. . . . . St. Elmo
Business Education: Social Science
*Bone, Don Lee . . . . . Bethany
Industrial Arts: Physical Education
*Bone, Norman Zale . . . . . Sorento
Arts: Social Science
Borman, Howard William . . . . . Carlinville
Physical Education: Social Science, Zoology
Bragg, Berdena Maxine Krick . . . . . Montrose
Business Education: Social Science
*Bragg, Donald Henry . . . . . Sullivan
Social Science: Geography
Brandmayr, Virginia Ella . . . . . Kankakee
Physical Education: Speech
Bruce, Duane Orien . . . . . Charleston
Chemistry: Mathematics, Physics
*Burrus, Paul Conrad . . . . . Casey
Physical Education: Social Science, Geography
Butts, John Ward . . . . . Centralia
Social Science: English

*Carlson, Dale Eugene . . . . . Hidalgo
Zoology: Botany, Chemistry
Carson, Marilla Jean . . . . . Olney
English: Social Science
Carwell, Marvin Thomas . . . . . Oakland
Elementary Education: Physics, Social Science
*Cherry, Elza Franklin . . . . . Casey
Social Science: Business Education, Geography
*Chism, Earl Richard . . . . . Carlinville
Physical Education: Social Science
Clark, Don Kelly . . . . . Toledo
Business Education: Social Science

*Coffenberry, Ray Clifford . . . . . Catlin
Elementary Education: Social Science
*Collins, Carl Morris . . . . . Greenup
Industrial Arts: Social Science
Cook, Irene . . . . . Danville
Elementary Education: Social Science
Cook, Mary Louise . . . . . Carmi
Business Education: Social Science
Courter, William Lester . . . . . Allendale
Social Science: English
*Cox, Lewis Leland . . . . . Charleston
Business Education: Social Science

*Danneberger, Tom Roscoe . . . . . Westervelt
Art: Botany
*Davis, James Raymond . . . . . Centralia
Social Science: French
*De Bouck, Jules William . . . . . Manteno
Physical Education: Social Science, Zoology
Delap, Rae Louise . . . . . Kansas
Elementary Education: Social Science
*Doane, Clemyth James . . . . . Covington, Indiana
Physical Ed.: Social Science, Ind. Arts, Zoology
Dowler, Dellarose J. . . . . Charleston
Spanish: French, English
*Drew, Robert Edwin . . . . . Carlinville
Elementary Education: Social Science
Duensing, Martha Jane Hesler..Mariemont, Cincinnati, O.
Business Education: Social Science, Speech
*Dukas, James Anthony . . Parkersburg, West Virginia
Industrial Arts: Geography

Egan, Richard Thomas . . . . . Flora
Social Science: Geography
*Elder, William Huffman . . . . . Toledo
Physical Education: Business Education
*England, Donald Arlo . . . . . Sullivan
English: Social Science
*Ernst, Adrian Williams . . . . . Edgewood
Elementary Education: Social Science, Music
Ernst, Dorothy Eileen Smith . . . . . Decatur
Elementary Education: Social Science
*Ewing, Joseph Ross . . . . . Taylorville
Elementary Education: Social Science

Fanakos, Clara Aglaia . . . . . Villa Grove
Spanish: Social Science, French

Finlayson, Janet Louise . . . . . Mattoon
Business Education: Social Science, Art
Fisher, Shirley Jean . . . . . Crothersville, Indiana
English: Journalism
Fraembs, Donald Herbert . . . . . Charleston
Physics: Mathematics
Fritts, Rosemary Van Den Ende . . . . . Greenup
Speech: Spanish

*Gardner, Noble Victor . . . . . Ridgefarm
Physical Education: Business Educa., Ind. Arts
*Genta, Peter Francis . . . . . Carlinville
Elementary Education: Social Science
*Gifford, John Elda . . . . . Redmon
Physical Education: Social Science, Geography
Gilbert, Roy Lester . . . . . Morrisonville
Industrial Arts: Social Science
Gillespie, Opal Alcoke . . . . . Newton
Elementary Education: Social Science
Glover, Donald Ray . . . . . Paris
Physical Education: Social Science, Zoology
Goers, Walmer Eldred . . . . . Altamont
Mathematics: Social Science, Geography, German
Gray, Aaron Grover . . . . . Kankakee
Physical Education: Social Science
Gray, Clara Janet Foss . . . . . St. Francisville
Music: Business Education
*Greathouse, John Edwin . . . . . Mt. Carmel
Business Education: Social Science, German
*Greathouse, LeRoy Elmer . . . . . Mt. Carmel
Industrial Arts: Mathematics
Green, Albert Gibson . . . . . Wood River
Physical Education: Zoology, Social Science
Green, Paul Eugene . . . . . Brownstown
Chemistry: Physics, Mathematics, German
Gregoire, Mary Virginia . . . . . Mattoon
Elementary Education: Social Science
*Gregory, James Jacob . . . . . Cowden
Social Science: Business Education
*Gresham, Ray Gene . . . . . Bridgeport
Botany, Zoology: Chemistry
Grubb, James Kenneth . . . . . Kankakee
Physical Education: Business Education
Guthrie, Lois Annette . . . . . Cowden
Business Education: French, Social Science
Guthrie, Owen Hal . . . . . Cowden
Business Education: Social Science

*Hall, Charles Thornton . . . . . Ashmore
Botany: Zoology
Hammond, William C. . . . . Greencastle, Indiana
Physical Education: Social Science, Zoology
Haney, Gene E. . . . . Arthur
Music: Social Science
*Hankins, Harold James . . . . . Munster, Indiana
Physical Education: Social Science, Zoology
Hanks, Alice Louise . . . . . Crossville
Home Economics: Business Education
Helmerich, Jean Ann . . . . . Mt. Carmel
English: Social Science
Herren, Dorcas Buehler . . . . . Chestnut
Music: German
*Hesler, Kenneth Eugene . . . . . Greenup
English: Journalism, Chemistry, Social Science
*Hill, Bethel La Verle . . . . . Charleston
Geography: Zoology, Social Science
Honnold, Barbara Ann . . . . . Oakland
Home Economics: Chemistry
Houser, Mary Carolyn . . . . . Sullivan
Home Economics: Chemistry
Houts, Phillip Eugene . . . . . Mattoon
Art: Botany
Hughes, Author Ernest, Jr. . . . . Hoopeston
Business Education: Social Science, Speech

Jester, Betty June . . . . . Villa Grove
Social Science: French
*Johnson, Alan Lee . . . . . Robinson
Chemistry: Mathematics, Physics
Johnson, Ina Joyce . . . . . Charleston
Social Science: Geography
Jones, Mary Elizabeth Fishel . . . . . Arcola
Speech, English

Keen, Barbara Jean . . . . . Olney
Business Education: Social Science
Kincaid, Sarah Evelyn . . . . . Effingham
Elementary Education: Social Science
Klaus, Loren Eugene . . . . . Carlinville
Physical Education: Social Science
Knight, Eloise Lucile . . . . . Lerna
Business Education: Social Science
*Koester, Paul William . . . . . Palestine
Speech, Social Science

*Kozlowski, Charles John . . . . . Chicago
Business Education: Social Science

Lape, Mary Ellen . . . . . Pana
Home Economics: Chemistry

Lathrop, Virginia Lee . . . . . Sumner
Home Economics: Art

*Lee, James Wendell . . . . . Marion
Industrial Arts: Social Science

Lee, Leona Mae . . . . . Casey
Business Education: Social Science

Lee, Maurice Ray . . . . . Kansas
Chemistry: Physics

Levitt, Linda Louise . . . . . Charleston
Art: Music

Lowry, Polly Ann . . . . . Marshall
Business Education: Social Science

Luther, John Maurice . . . . . West Salem
Business Education: Social Science

*Martin, Leland Ross . . . . . Watson
Physical Education: Social Science, Geography

*Mason, John Neil . . . . . Newton
Geography: Spanish, Social Science

Maurer, Patricia Ann . . . . . Marshall
Business Education: Social Science

Maxwell, Rose Annette . . . . . Arcola
Business Education: Social Science

McCain, Grace Avis . . . . . Yale
Elementary Education: Social Science

McDaniel, Ivan Noel . . . . . Marshall
Zoology: Botany, Chemistry

McDonald, Marion Eugene . . . . . Shelbyville
Industrial Arts: Physics

Metcalf, Valeta Mary . . . . . Albion
Home Economics: Art

Meyer, Denise . . . . . Shelbyville
Art: Music

Meyer, Marilyn Pauline . . . . . Strasburg
Spanish: Latin, German

*Miller, Frank Joseph, Jr. . . . . Mattoon
Chemistry: Mathematics, Physics, German

*Miller, Milford Albert, Jr. . . . . Danville
Zoology: Botany

*Mitchell, Jimmy Keith . . . . . Oblong
Physical Education: Social Science

*Mitchell, Robert Eugene . . . . . Mason
Business Education: Social Science

Mizener, Lawrence William . . . . . Lisle
Physical Education: Speech
*Mobley, Glenn Vernor, Jr. . . . . Opdyke
Social Science: Zoology
*Moore, Gerald Vincent . . . . . Illiopolis
English: Social Science
Murphy, Joan . . . . . Sullivan
Home Economics: Business Education
Musgrave, Clarence Gene . . Bowling Green, Kentucky
Physical Education: Social Science
*Musselman, William Larston . . . . . Danville
Industrial Arts: Social Science

Neal, Anna Carolyn . . . . . Charleston
Spanish: Music
Newlin, Gerald Jack . . . . . Yale
Mathematics: Physics, Chemistry
Newman, Lauretta Claire . . . . . Decatur
Business Education: Social Science

Olds, Lola Frances . . . . . Robinson
Physical Education: Social Science, Zoology

Palmer, Betty Jean . . . . . Bridgeport
Physical Education: Zoology, Social Science
Parcel, Paul Warren . . . . . Yale
Business Education: Social Science
*Parke, Pearle, Jr. . . . . Georgetown
Physical Ed.: Business Education, Social Science
Patton, Mary Evelyn . . . . . Charleston
Speech: Art
Penn, Helen Marie . . . . . Decatur
Business Education: Social Science
Poggenpohl, Robert Paul . . . . . Morrisonville
Business Education: Social Science
Powel, Neva Esther Mills . . . . . Palestine
Home Economics: Social Science
Pratt, George Edward . . . . . Paris
Social Science: Journalism, Business Education
Railsback, Marion Frances . . . . . Clarendon Hills
Spanish: French, Latin, English
Raley, William Lewis . . . . . Marshall
Chemistry: German
Reburn, Georgianna . . . . . Mt. Carmel
Elementary Education: Social Science

Rehbein, Robert Owen . . . . . Mascoutah
Chemistry: Physics, Mathematics
Rennels, Marilyn Jean Gilmer . . . . . Humboldt
Elementary Education: Social Science, Geography
*Riggins, Richard Grant . . . . . Charleston
Speech: English
*Roberts, Carl, Jr. . . . . Indianapolis, Indiana
Physical Education: Social Science
Roll, Mary Jane . . . . . Brocton
English: Music
Root, Jeanne . . . . . Tuscola
Social Science: Geography
Rosebraugh, Robert Dale . . . . . Charleston
English: Social Science, Speech
Rothschild, Donald Allen, Jr. . . . . Charleston
Industrial Arts: Speech

Sargent, William Osta . . . . . Aurora
Music: Physical Education
Schaeffer, John Robert . . . . . Olney
Social Science: Speech, Business Education
Schauberger, Glenn Maurice . . . . . Carmi
Music: German
*Schnarr, John Paul . . . . . Clay City
Business Education: Social Science
Schouten, William Richard . . . . . Charleston
Industrial Arts: Physical Education
*Scott, Walter LeRoy . . . . . Charleston
Social Science: Physical Education, Geography
*Scruggs, Eugene Wendell . . . . . Charleston
Zoology, Geography: Botany
Seaman, Dolores Irene . . . . . Mattoon
Art: Home Economics
Sedgwick, Kenneth Dean . . . . . Greenup
Industrial Arts: Geography
*Seeley, Victor Wayne . . . . . Charleston
Elementary Education: Social Science
Sellers, John Keith . . . . . Sycamore
Music: German
Shaw, Nina Lou . . . . . Charleston
Business Education: Social Science
Shull, Mary Adelee Pitcher . . . . . Montrose
Business Education: Social Science
Simmons, Nellie Emiline . . . . . Mattoon
Elementary Education: Social Science
*Skidmore, Noel Eugene . . . . . Shelbyville
Business Education: Social Science

Slingerland, Shirley Louise . . . . . Edwardsville
Business Education: Social Science
Smith, Donald Dean . . . . . Olney
Elementary Education: Social Science
Snyder, Doris Jean . . . . . Neoga
Elementary Education: Art, Social Science
Stein, Clara Lorene . . . . . Pana
Business Education: Social Science
*Stepping, Henry . . . . . Pana
Zoology: Chemistry, Botany, Social Science
*Sterling, Robert Wayne . . . . . Brocton
Social Science: Journalism, Business Education
*Stewart, Paul Carlos . . . . . Charleston
Industrial Arts: Physical Education
Stirewalt, Gladys . . . . . Charleston
Elementary Education: Social Science
Sullivan, James Clifford . . . . . Mattoon
Social Science: Business Education
*Sullivan, John William . . . . . Brocton
Mathematics: Physics, Business Education
*Sunderland, Donald Louis . . . . . Tuscola
Mathematics: Geography, Social Science
Swango, Donald Lee . . . . . Charleston
Speech: English, Geography
*Sweet, Max Leon . . . . . Martinsville
Zoology: Botany, Chemistry, German

Targhetta, Glenn Martin . . . . . Benld
Chemistry: Zoology
Taylor, James Monroe . . . . . Mattoon
Industrial Arts: Mathematics
*Thomas, Charles Richard . . . . . Charleston
eography: Social Science, English, Industrial Arts
*Thomas, Paul Max . . . . . Hindsboro
Business Education: Social Science
Thull, Nicholas Benjamin . . . . . Ramsey
Zoology: Botany, Chemistry
Tomlin, Richard Ingles . . . . . Mattoon
Botany: Zoology
*Towne, Claude Edward . . . . . Des Plaines
Mathematics: Physics

Vickers, Dorothy Arlene . . . . . Mattoon
Spanish: French
Von Behren, Harold Louis . . . . . Farina
Elementary Education: Social Science

Waddell, Marjorie Ruth . . . . . Taylorville
Business Education: Social Science
Waddell, Phyllis Joanne . . . . . Taylorville
Elementary Education: Social Science
*Wade, Roy Otto, Jr. . . . . Mt. Carmel
Zoology: Botany, Chemistry
Wagner, Vern Ray . . . . . Sumner
Physical Education: Social Science
Waller, Marjorie Lee . . . . . Flora
Elementary Education: Social Science
Walls, Enola Ann . . . . . Chrisman
Music: Speech
Welker, James Doyt . . . . . Olney
Physical Education: Botany
*Whitson, Jack D. . . . . Westfield
Industrial Arts: Physical Education
*Wilkin, Richard Winston . . . . . Oblong
Speech: Chemistry
Wilson, John Edward . . . . . Paris
Physical Education: Social Science, Zoology
*Wilson, Kenneth Ross . . . . . Charleston
Mathematics: Zoology, Social Science
Wilson, Marjorie Jean . . . . . Windsor
English: Social Science, French
Winkleblack, Jack Dean . . . . . Charleston
Geography: Social Science, Physical Education
Winkler, Jeane T. . . . . Indianola
Elementary Education: Social Science
*Winnett, Ewell B. . . . . Greenup
Social Science: Business Education, Geography
Woodyard, Thomas Henry . . . . . Ashmore
Social Science, Geography: Spanish
Worner, Nancy Watts . . . . . Lawrenceville
Botany: Zoology, Mathematics, Chemistry

Yakey, Margaret Elizabeth . . . . . Shelbyville
Physical Education: Art

Zimmack, Harold Lincoln . . . . . Winnetka
Zoology: Botany, Chemistry

Men: 132 Women: 74 Total 206

F. The following students completed the requirements for the two-year Junior College diploma, and were graduated as of June 3, 1951:

Dalrymple, Chester Jean . . . . . Chrisman
Douglas, Charles Francis . . . . . Farina

.ıargis, Barbara Ellen . . . . . Mt. Pulaski
Hillis, Harry . . . . . Olney
House, Dixie Ruth . . . . . Harvel
Kline, Barbara Jean . . . . . Casey

Men: 3 Women: 3 Total 6

G. The following students completed the requirements for the degree of Bachelor of Science in Education by the close of the 1951 Summer Term, and were graduated as of August 3, 1951: (*Indicates veteran of World War II)

Adams, Victor Herbert . . . . . Chicago Heights
Chemistry: Physics, Mathematics
*Anderson, Lowell Eugene . . . . . Ogden
Elementary Education: Social Science
Atkins, Tommy Van . . . . . Centralia
Industrial Arts: Mathematics

Baker, Donald Clarke . . . . . Mattoon

Business Education: Social Science
*Bloomfield, James Joseph . . . . . Carlinville
Chemistry: Social Science
Brandt, Elton Gaydon . . . . . Mattoon
Speech: Physical Education
Brewer, Samuel William . . . . . Louisville
Geography: Botany, Zoology
*Buck, Dale Burton . . . . . New Douglas
Elementary Education: Social Science

Cougill, Max Eugene . . . . . Charleston
Business Education: Social Science
Cougill, Norma Jean . . . . . Charleston
Elementary Education: Social Science
Crum, Lois Muriel . . . . . Humboldt
Elementary Education: Social Science
*Curtis, Jerry Edward . . . . . Charleston
Physical Education: Industrial Arts

*Dalton, Elmer David . . . . . Newton
Industrial Arts: Mathematics
Doane, Marjorie Carolyn Petty . . . . . Charleston
English: Social Science

Firebaugh, Lorraine Frances C. . . . . Rantoul
Elementary Education: Social Science
*Foss, William Frederick . . . . . Bridgeport
Physics: Mathematics, Chemistry
Frost, Barbara Ann . . . . . Robinson
Speech: Business Education

Gray, James Andrew . . . . . St. Francisville
Zoology: Chemistry, Botany
Grigg, Lowell Vernon . . . . . Fillmore
Industrial Arts: Physics
Groves, Anna Belle . . . . . Chrisman
Elementary Education: Social Science

*Herren, William A. . . . . Charleston
Social Science: Geography
Highsmith, Randall McClellan . . . . . Flat Rock
Elementary Education: Social Science
Hyland, Mabel LaVerne . . . . . Mattoon
Elementary Education: Social Science

*Johnson, Merton Lane . . . . . Assumption
Music: Art

Keller, Helen Pauline . . . . . Mattoon
Elementary Education: Social Science

*Lanman, Robert Lewis . . . . . Mattoon
Art: Industrial Arts
*Luallen, Frederick Donald . . . . . Decatur
Business Education: Social Science

Madden, Joan Catharine . . . . . Olney
Business Education: Social Science
*McPeak, Kenneth Wayne . . . . . Louisville
Industrial Arts: Physics

Nickerson, Fern . . . . . Mattoon
Elementary Education: Social Science
*Perry, Emmett Charles . . . . . Springfield
Physical Education: Industrial Arts
Perryman, Rose Mary Messman . . . . . Browns
Home Economics: Chemistry
Pitol, Frank Roman . . . . . Collinsville
Physical Education: Industrial Arts

*Rand, Wayne Edward . . . . . Gays
Zoology: Botany
*Reeder, James Cyril, Jr. . . . . Arthur
Industrial Arts: Social Science

Southard, Janet Margaret . . . . . Chrisman
Elementary Education: Social Science
Sowinski, John Andrew . . . . . Westville
Physical Education: Geography, Social Science
Sparks, Shirley Walton . . . . . Bethany
Home Economics: Art
Spries, Alvin Louis . . . . . Westville
Social Science: Geography
*Stuckey, Robert Ernest . . . . . Effingham
English: Social Science
Swick, Billie Marie . . . . . Georgetown
Business Education: Social Science, Zoology
Syfert, Max Monroe . . . . . Effingham
Music: Business Education

*Waltrip, James Steven . . . . . Mattoon
Art: Geography
Whitacre, Leta Christine . . . . . Lerna
Elementary Education: Social Science
Wilson, Paul Dwight . . . . . Chrisman
Social Science: English

Men: 31 Women: 14 Total: 45

II. FACULTY

A. Affiliated Teachers, Summer Term, 1951

The following persons served as Off-Campus Critic Teachers during the Summer Term, 1951, at the rate of $24.00 per assignment, and were on the college payroll for July as Faculty Assistants:

	Number of Assignments	Amount
Ingrum, Vernon Rex (Oblong Public Schools)	3	$ 72.00
Lester, Howard (Shelbyville Public Schools)	3	72.00
Swofford, Paul (Charleston Public Schools)	3	72.00
Tedrick, Myron R. (Casey)	2	48.00
TOTAL		$ 264.00

B. Changes in June 11, 1951 Report

1. In the Administration Group, Auxiliary Enterprises, Kathryn C. Sneesby, Instructor and Director (Social) of the Women's Dormitory, should have been shown in the June 11th Board Report at $4200.00 per year, less maintenance for 1950-51, and raised for 1951-52 to $4800.00, less maintenance.

C. Changes and Additions to Summer School Faculty and staff.

1. Because of the illness of Dr. Donald Alter, Lena B. Ellington was needed in Social Science, for June and July, at a salary of $455.00 per month.

2. Because of the illness of Dr. J. Glenn Ross, Mildred Hofacker was needed for two-thirds duty in Speech, at a salary of $266.67 for June and $266.67 for July.

3. Workshop duty off-campus during the month of August, brought changes as follows:

(a) Arthur H. Doerr, Ph.D., Conservation Workshop at Paris, Illinois, in place of Donald R. Alter, Ph.D., at $475.00 for August.

(b) Bruce McKay and William Krizmis as Faculty Assistants at a salary of $150.00 per month each, during the month of August, to assist in the program of the Audio-Visual Education Workshop conducted at Olney.

4. Wanda Jean Hardway for August at $150.00, as Faculty Assistant in Office of Teacher Training and Placement, vice Shirley Grubb, resigned.

D. The following persons with duty connected with Auxiliary Enterprises in part, and transferred to the Personal Services, Auxiliary Enterprises payroll for the second year of the past biennium, effective August 1, 1950, will remain on the Auxiliary Enterprise payroll for the biennium 1951-53:

Arnold, Henry J. (A.M.)	Instr.	Mgr. Textbook Library
Gaertner, Ruth H. (M.S.)	Instr.	Mgr. Cafeteria
Sneesby, Kathryn (A.M.)	Instr.	Social Dir., Pem Hall
Brust, Victoria (M.S.)	Instr.	Foods Dir., Pem Hall

E. Faculty Resignations

1. Marie Poole, A.M., Instructor and Dietitian of the Women's Dormitory, resigned effective August 31, 1951, to accept a position as Administrative Dietitian at the University of Missouri.

F. Transfer to Disability status

1. Winnie Davis Neely, A.M., Assistant Professor of English, requests transfer to disability leave under the University Retirement System from September 1, 1951 until August 31, 1952.

G. New Faculty

1. In the place of Miss Marie Poole, Instructor and Director of Foods Service, Pemberton Hall, resigned to accept a position at the University of Missouri; Miss VICTORIA M. BRUST, B.S., Ohio University, 1938, M.S., University of Tennessee, 1950, as Instructor and Director of Foods Service, Women's Dormitory, at a salary of $ 4800.00 for twelve months, less $ 35.00 per month board allowance.

2. As a substitute for Miss Winifred Bally, on sabbatical leave, Miss MARISE DAVES, B.S., Alabama College, 1944, and M.A., New York University, 1946, as substitute Instructor in Physical Education for Women at a salary of $ 3780.00 for nine months.

3. As an expansion of a half-time position in Public Speaking, held last year by Mrs. Mildred Hofacker, and so as to take the intercollegiate debating program away from Dr. Ross, we submit HENRY LEE EWBANK, Jr., as Assistant Professor of Speech. Mr. Ewbank has the B.A., University of Wisconsin, 1947; M.A., 1948, and will receive the Ph.D. also from the University of Wisconsin

at the end of the first semester in February 1952. We recommend Mr. Ewbank as Assistant Professor of Speech with a salary of $4590.00 for nine months.

4. To replace Dr. Jesse Jeter Sanders, resigned, Dr. J. SHERRICK FISHER, B.S., Bethany College, 1933; M.A., Columbia University, 1940; Ph.D., University of Pittsburgh, 1950, as Associate Professor of Education, at a salary of $5040.00 for nine months.

5. As a substitute Instructor in Physical Education for nine months only, JOHN H. LEWIS, B.S. in Ed., Eastern, 1947; M.A., University of New Mexico, 1951, at a salary of $3600.00 for nine months. Mr. Lewis will take over some of the assistant coaching duties and regular work in Physical Education.

6. JOSEPHINE LOGAN, B.S., Kansas State Teachers College, 1936; Ed.M., Boston University, 1947, as Instructor and First Grade Critic to succeed Miss Dorothy Townsend, resigned, at a salary of $3960.00 for nine months.

7. GIFFORD C. LOOMER, B.Ed., Whitewater State Teachers College, 1938; B.A., Iowa State Teachers College, 1941; M.A., Columbia 1947, and Ph.D., University of Wisconsin at the end of the first semester in February 1952 as an Assistant Professor of Art, salary $4590.00 for nine months, to succeed Raymond Obermayr resigned.

8. DONALD L. MOLER, B.S., Kansas State Teachers College, 1939; M.Ed., University of Kansas, 1948; Ph.D., University of Kansas, 1951, as Assistant Professor and Director of Remedial Reading at a salary of $4590.00, vice William Eller, resigned.

9. LOUISE MURRAY, B.A., University of Toronto, 1945; M.A., Columbia, 1949, as Instructor and Supervisory Teacher of English in the Eastern State High School, vice Dorothy Lee resigned, at a salary of $3960.00 for nine months.

10. J. Robert Pence, B.S., Indiana, 1942; M.M., Oberlin, 1947, as Instructor in Music at a salary of $3960.00 for nine months, vice Guss L. Grimm resigned.

11. Dorothy Lee Countryman, A.M., Illinois, who resigned in June, is needed for continuance of service through the Fall Quarter, 1951, as Assistant Professor of English teaching in the college, taking over the work of Winnie Davis Neely who is asking to go on disability status. Dorothy Lee became Mrs. Dorothy Lee Countryman in early August by marrying a member of the Art staff. She can do this work for us in an admirable fashion, and we recommend her at a salary of $470.00 per month for the three months of the Fall Quarter.

12. At the beginning of the Winter Quarter, on December 10th, we are expecting Dr. MERRILIE MATHER, A.B., 1942, A.M., 1943, Ph.D., Boston University, 1950, to join the faculty as Assistant Professor of English, taking the position of Winnie Davis Neely, as a specialist in the field of Children's Literature, at a salary of $470.00 per month.

13. Due to Mrs. Carolyn Gilbert Ryle resigning at the close of the Fall Quarter, it is necessary to shift Dr. Harland Riebe to full-time Health Education and Health Co-ordinator duties. This shift necessitates an additional person in Physical Education for men, vice Henry Miller, resigned to continue graduate study. We recommend WILLIAM HOLLAND GROVES, B.Ed., Southern Illinois Normal University, 1941; A.M., State University of Iowa, 1949; Ph.D., expected February, 1952, State University of Iowa, as Assistant Professor of Physical Education at a salary of $4590.00 for nine months.

14. Grace Kortun Nees, B.S. in Ed., as Faculty Assistant for five weeks during absence of Finance Clerk and for service in closing biennial report, at a salary of $200.00 per month, not to exceed one and one-fourth months.

H. Return to duty

1. Helen Devinney, A.M., Assistant Professor of Home Economics, returned to duty from a sabbatical year of study at Ohio State University, with the opening of summer school on June 10, 1951.

2. Dr. Rudolph D. Anfinson, Dean of Men and Director of Veterans' Activities, returned to duty as of July 1, 1951, after a sabbatical year of post-doctoral study at Stanford University.

3. Dr. J. Glenn Ross, Professor and Head of the Department of Speech, and Dr. Donald R. Alter, Associate Professor of Social Science, released from summer school duties because of illness, came back to duty status when the college year opened.

4. Earl W. Boyd, A.M., Associate Professor of Music, returned to duty, September 1, 1951, after a year and two summers of graduate study at the State University of Iowa, and was granted the Doctor of Philosophy degree in August.

I. Substitute Teachers for 1951-52

1. The following persons are presented as eligible for per diem employment at $12.00 per day as Substitute Instructors, listed on the payroll as faculty assistants, for duty in (a) the Eastern State Elementary School and/or (b) the Eastern State High School for the year 1951-52:

Mrs. Linella Edwards, A.B.
Mrs. Esther Ross, A.B.
Mrs. Sue Brasel Stover, B.S. in Ed.
Mrs. Edith S. Alter, A.M.
Mrs. Margaret Landis, Ph.B.
Mrs. Wildeana B. Van Horn, A.B.
Mrs. Doris E. Foreman, A.B.
Mrs. Alice Cavins, A.B.
Mrs. Beth K. Blackford, B.S. in Ed.
Mrs. Ruth Frommel, B.S. in Ed.
Mrs. Marie Fowler, A.M.

III. CLASSIFIED EMPLOYEES

A. Changes from June 11, 1951, Board Report:

1. Bennie Bishop, Janitor I, to $2700.00 per year from July 1, 1951.

2. Deduction of maintenance allowance of $25.00 per month for Mildred Briscoe, Gertrude Phipps, Esta E. Taylor, Ethel Johns, Alice I. Eagleton, Ruth B. McGahey, Elizabeth Reami and Lloyd Smith, effective July 1, 1951.

   Deduction of maintenance allowance of $35.00 per month for Lulu Moore and Frances Weber.

3. Mitchell Moffett, Thelma Moody, Rex Sims and Charles A. York to $2760.00 per year as maximum allowed under new scale, effective July 1, 1951.

4. Edgar Rennels, Janitor II, to maximum of $3312.00 under new scale, effective July 1, 1951.

5. Gloria J. Carlisle, Clerk Stenographer I, to $2340.00 per year, effective September 1, 1951.

B. Return to duty

1. Margaret McGurty, Clerk Stenographer I, from leave of absence due to illness, effective August 6, 1951.

2. Helen Moltz, Clerk Typist, from leave for needed rest, effective August 27, 1951.

3. Cleo B. Walls, Bookkeeping Machine Operator I, from leave for surgery, effective June 16, 1951.

C. Resignations

1. Shirley A. Grubb, Clerk Stenographer I, effective August 16, 1951.

2. Shirley Newell McKenzie, Clerk Stenographer I, effective August 16, 1951.

3. Barbara Joan Meese, Clerk Stenographer I, effective July 26, 1951.

D. New Employees

1. William M. Cougill, Laborer (Maintenance) replacing Lowell D. Waltrip, transferred, effective June 27, 1951, at $200.00 per month.

2. Marcia Jean Levitt, Clerk Stenographer I, replacing Eloise Gately, resigned, effective June 27, 1951, at $185.00 per month.

3. Albert B. Mason, Laborer (Maintenance) as added position, effective June 27, 1951, at $200.00 per month.

4. Shirley Newell McKenzie, Clerk Stenographer I, replacing Beverly J. McCoy, resigned, at $160.00 per month, effective July 1, 1951.

5. Leyla J. Peck, Clerk Typist I, replacing Joe Ellen Chancellor, resigned, at $165.00 per month, effective June 16, 1951.

6. George L. Thomas, Stores Clerk, replacing Ralph L. Nickles, transferred, at $200.00 per month, effective June 4, 1951.

7. Eleanor Wortham Lawson, Clerk Stenographer I, replacing Virginia P. Biggs, resigned, at $165.00 per month, effective July 1, 1951.

IV. ORGANIZATION

A. The college year 1951-52 will begin on Monday, September 0, with "Faculty Day," a day devoted to acquainting the teaching staff with the plans of the college for the year ahead. The Educational Co-ordinator, Dr. Richard G. Browne, will be the guest speaker of the day.

CURRICULUM

A. Seventy-two students enrolled for Fifth Year study in Teacher Training during the Summer Term, sixty-one as alumni of Eastern and eleven as graduates of other colleges. Both students and faculty have expressed satisfaction with this new venture in education.

B. The Field Study Course of three weeks, follow-

ing the regular summer term, covered east Central United States under Dr. Byron Barton as director, with one complete bus load of students.

C. The Workshops in Conservation held during August report continued and increasing interest in this area, and particularly on the growing inclination of farmers to join with the teachers in considering the subject.

D. The Fifth Year Committee for Eastern is preparing a list of new projected courses, which will be presented to the Graduate Committee of the Board for regular consideration.

VI. BUILDINGS AND GROUNDS

A. The construction of the residence halls, Lincoln Hall and Douglas Hall, is proceeding according to schedule. The walls are completed, considerable floor laid, and a beginning on roof construction has been made.

B. Construction of the Home Management Houses indicates completion by late autumn, and occupancy with the opening of the winter quarter on December 10, 1951.

C. The college has been greatly disappointed by failure of the contractor to begin work on the extension of campus lighting, under a contract let by the Division of Architecture and Engineering in June.

D. Extension of existing contracts to cover the drives, walks and grading for the Home Management House has been made, and this work is in progress.

E. The bronze tablets for the Booth Library have been installed, and add increasing beauty to the building.

F. Under date of July 14, the Division of Architecture and Engineering recommended Childs and Smith, architects of Chicago, as Associate Architects for drawing the plans and writing the specifications for a proposed Elementary and Junior High School building at Eastern. The

college approved this recommendation and so notified Mr. C. Herrick Hammond, State Supervising Architect. Childs and Smith have been architects for new buildings in Crystal Lake, Wilmette, Flossmoor and other communities of the Chicago area, and have produced first class structures. The college is delighted by this opportunity to work with Childs and Smith.

VII. AUXILIARY ENTERPRISES: No report

VIII. STUDENT LIFE: No report

IX. MISCELLANEOUS:

As an appendix to this report, Eastern is filing a list of the repair and rehabilitation projects contemplated under the $66,500.00 added to the program of the Division of Architecture and Engineering, and a list of other items of expenditure connected with the completion of building projects and furnishing them as planned.

X. SUMMARY

Consideration of the following items in this report is submitted for Board action:

1. Graduation of students listed for June 3, 1951 and August 3, 1951.
2. Employment of affiliated teachers for the Summer Term.
3. Employment of additions to Summer School teaching staff and for August Workshops.
4. Payroll shifts to Auxiliary Enterprises as listed.
5. Resignation of Marie Poole.
6. Transfer of Winnie Davis Neely to disability under the University Retirement System.
7. Employment of Victoria M. Brust, Marise Daves, Henry Lee Ewbank, Jr., Dr. Sherrick Fisher, John H. Lewis, Josephine Logan, Gifford C. Loomer, Dr. Donald L. Moler, Louise Murray, J. Robert Pence, Dorothy Lee Countryman, Dr. Merrilie Mather, William H. Groves, and Grace Kortun Nees as stated.

8. List of tentative substitute teachers for 1951-52.

9. Changes in Classified Employees as listed.

Respectfully submitted,

ROBERT G. BUZZARD
President

APPENDIX
September 24, 1951

Eastern Illinois State College requests permission to enter into contract for services, equipment and commodities, as follows:

A. (deleted)

B. (deleted)

C. From the appropriation for Contractual Services, $170,100, permission to enter into annual contracts as follows:

1.	Laundry (regular)	$ 2,000.00
2.	Laundry (auxiliary)	3,000.00
3.	Electricity and gas (regular)	15,000.00
4.	Electricity and gas (auxiliary)	7,800.00
5.	Water	6,000.00
6.	Telephone and telegraph	3,600.00
		$ 37,400.00

D. For the University Retirement System of Illinois, one-half of the appropriation for 1951-53, $43,526.00 (total $87,052.00)

E. From the $20,000.00 appropriation for Office Expenses, permission to renew subscriptions for magazines and newspapers and to pay institutional memberships $2,682.63

F. From the $195,00.00 appropriation for Commodities, permission to contract for fuel as follows:

1.	Coal and coal hauling (4,000 tons)	$ 26,500.00
2.	Fuel oil, housing project	19,500.00
3.	Fuel oil, new residence halls	1,000.00
		$ 47,000.00

PROCEEDINGS

ILLINOIS STATE NORMAL UNIVERSITY

Normal, Illinois

Meeting in Springfield, September 24, 1951

To the Chairman and Members of the Teachers College Board:

The following report is submitted from Illinois State Normal University:

I. STUDENTS

1. Attendance for eight-week and concurrent three-week summer sessions 1951

	Men and Boys	Women and Girls	Total	Total One Year Ago
a. University				
Graduates	181	85	266	285
Seniors	169	291	460	452
Juniors	57	182	239	305
Sophomores	36	88	124	181
Freshmen	19	26	45	45
Unclassified	50	253	303	232
Post Graduates	--	--	--	137
Special	--	--	--	2
Total College Students on Campus eight-week and three-week summer sessions	512	925	1437	1639
b. University High School	82	80	162	206
c. University Elementary School	140	98	238	175
d. Special Education School	44	44	88	--
e. Auxiliary Training Schools				
Illinois Soldiers and Sailors Childrens School	170	77	247	253
Total Pupils, Elementary and Secondary	436	299	735	634
Total	948	1224	2172	2273
Extension	8	448	456	402
Grand Total	956	1672	2628	2675

2. Summer Extension Enrollment

Work was again offered, as last summer, at twelve off-campus centers during the 1950 summer. The centers, courses offered, instructors, and enrollments are here presented to indicate that this service met a real need.

Center	Course	Instructor	Enrollment
Benld	Geography of North America 114	Harry Adams	33
Danville	Music Workshop 193 and 293	Emma Knudson Lowell Kuntz Wilma Schell	32
Decatur	American Life and Institutions 217	Leo J. Yedor	30
Decatur	Foundations in Arithmetic 201	C. N. Mills	32
Havana	English Grammar 275	H. R. Hiett	30
Lincoln	Phys. Educ. for Elem. Schools 231 and 232	Burton O'Connor	30
Morris	American Life and Institutions 217	Thalia Tarrant	48
Morris	American Life and Institutions 218	Thalia Tarrant	24
Paxton	Conservation of Natural Resources 219	Harry Adams	25
Pekin	Teaching Art in Elementary Schools 202	Mary Parker Fred Metzke	43
Springfield	Phys. Educ. for Elem. Schools 231 and 232	Burton O'Connor	23
Streator	English Workshop 193 and 293	H. R. Hiett	36
Virginia	Teaching Speech in Elementary Schools 240	Margaret Parret	41
Watseka	American Life and Institutions 217	Leo J. Yedor	29
Total Summer Session, 1951			456
The number of extension students in fourteen courses in eight centers for the corresponding time one year ago was			402

3. Attendance for the year 1950-1951, including the summer of 1950

	Men and Boys	Women and Girls	Total
a. University	1550	2046	3596
b. Extension	55	982	1037
c. High School	236	242	478
d. Elementary Grades	494	406	900
	2335	3676	6011

4. Per Capita Cost for University Year, 1950-1951

a. Following the plan of computation agreed upon by the presidents and registrars of the five state teachers colleges on February 2, 1941, the per capita cost as computed is here presented on such a basis.

	Semester Hours Earned
Summer session, 1950	11,088
Summer session extension, 1950	1,164
First semester, 1950-1951	35,294.5
First semester, extension	1,077.5
Second semester, 1950-1951	30,347.5
Second semester, extension	1,460
	80,431.5

80,431.5 semester hours divided by 32 semester hours (average annual student load) gives 2,513 students as the basic figure for computing per capita cost.

b. Cost of operating the University for the year beginning July 1, 1950, and ending June 30, 1951, including all items except Permanent Improvements and expenditures for Fell Hall, Smith Hall, and the University Cafeteria.

Expenditures - July 1, 1940 - June 30, 1951

General Administration and General Expense	$ 346,223.14
Instruction	1,341,855.10
Extension	13,709.05
Libraries and Museum	114,491.04
Physical Plant	279,670.77
Total Expenditures	$ 2,095,949.10

c. Computation of Per Capita Cost

Total Expenditures $2,095,949.10 ÷ 2513 = $834.04

The operation of the Division of Special Education with relatively few pupils in various rooms and likewise relatively few University students, has influenced the advance in per capita cost. The offering of every phase of teacher education and the

accommodation of students in advanced classes in all subjects where enrollment is relatively light are evident factors in the influencing of the final per capita cost figure as one goes into this in detail. The foregoing statement is not an apology for the per capita cost figure but rather an element of pride in a large and intensive offering on both graduate and undergraduate levels in every known phase of teacher education.

5. Current Fall Semester Enrollment

Although figures are neither due nor completely available at this time covering the enrollment for the current 1951-1952 school year, it may be of interest to know that the present registration is closely approaching the 2200 mark and it now appears that a final figure of close to 2300 may represent the final figure as compared with 2449 of one year ago. It had been expected that any loss in students would be on the part of men this year but the unofficial figures, with registration still incomplete, indicate that there are 1002 men as compared with a final figure of 1177 a year ago. The number of women apparently enrolled at present is 1184 as compared with 1272 as the final figure a year ago. The total number of graduate students at the present time is 126 as compared with the 144 final of a year ago. The loss in women students is apparently due to three causes,--excellent employment opportunities for women, a large number of marriages, and uncertainty as to the military status of the boy friends. It had been expected that there would not be a loss of more than 100 from last year. Late registrations of approximately 175 of a year ago may be exceeded this year, which will be a factor in determining the final enrollment figure.

The enrollment in the Metcalf Elementary School, including the grades in the Special Education Building branch, as compared

with 378 of last year, is 390, and there are 365 in the University High School as compared with 353 a year ago. In the special education rooms for certain types of handicapped children, there are 98 as compared with 66 a year ago. These are aside from persons with certain difficulties that may be included for home room or seating purposes in some of the grades of the elementary school.

In general, it appears that there is an increase in every area except that of the University proper.

6. Current Extension Program

Last year during the first semester there were 431 in fifteen classes in thirteen centers. With enrollments in off campus extension classes very incomplete at the present time, there are 533 students in twenty classes in nineteen centers. This part of the work of the University has been growing rather steadily and apparently the services rendered are meeting a real need.

7. Summer Session Scholarships

As a matter of record the attention of the Teachers College Board is called to a list of scholarship students attending the 1951 summer session which list has been sent to the Financial Coordinator for approval by the Chairman and the Secretary of the Teachers College Board.

8. Graduates (August 1951) All June 1951 Graduates appeared in the June 11, 1951 Board Report

a. The students whose names appear below completed requirements for the degree of Master of Science in Education at the close of the summer session, August 10, 1951. It is recommended that they be awarded the degree of Master of Science in Education and be granted the diploma of Illinois State Normal University.

TEACHERS COLLEGE BOARD

GRADUATE SCHOOL
MASTER OF SCIENCE IN EDUCATION DEGREE

Vernon Ardell Adams . . . . . Harvey
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: Illinois Secondary School Curriculum Changes, 1950-51

George Robert Babigian . . . . . Canton
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: Accounting Methods for Extra-Curricular Activities Funds

Ruth Vivian Bane . . . . . Ellsworth
B. Ed., Illinois State Normal University, 1938
Business Education
Title of Thesis: Practices and Problems in Typing in Elementary Schools

Buford Harold Bass . . . . . Toluca
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: Co-Curricular Activities in Illinois Public Junior Colleges

Roger Bruce Bloomquist . . . . . Bloomington
B.S., Illinois Wesleyan University, 1950
Physical Science
Title of Thesis: Science Clubs in Illinois Secondary Schools

Karl Brix . . . . . Streator
B.S. in Bus. Ed., Syracuse University,
Syracuse, New York, 1929
Music
Title of Thesis: Supplement to Franz Wohlfahrt Beginning Violin Method: Original Compositions

John Robert Carlock . . . . . Bloomington
B. Ed., Illinois State Normal University, 1943
Biological Science
Title of Thesis: Elementary Science Experiments

Herbert Austin Clawson . . . . . Windsor
B.S. in Ed., Eastern Illinois State College,
Charleston, Illinois, 1946
Education-Administration (Secondary)
Title of Thesis: Orientation of Teachers in Illinois Schools

Warren Stanley Crews . . . . . Elkville
B.S. in Ed., Southeastern Missouri State Teachers College, Cape Girardeau, Missouri, 1943
Education-Administration (Secondary)
Title of Thesis: Recreational Facilities in Central Illinois High Schools

Kenneth LeRoy Curry . . . . . Prophetstown
B.S. in Ed., Illinois State Normal University, 1949
Physical Science
Title of Thesis: Safety In the High School Chemistry Laboratory

John Dal Santo . . . . . Chicago
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: An Anthropometric Study of Boys: Grades Kindergarten Through Six

Carol Barbara Diller . . . . . Normal
B.A., Bluffton College, Bluffton, Ohio, 1941
Education-Supervision (General)
Title of Thesis: Audio-Visual Aids in Teaching Nursing Arts

John Thomas Fox . . . . . Charleston
B.S. in Ed., Illinois State Normal University, 1949
Special Education
Title of Thesis: Remedial Reading: An Adaptation of the Montessori Method

Robert Joseph Francisco . . . . . Coal City
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: Factors that Contribute to Teacher Morale

Leta Bierbower Gathman . . . . . Normal
B.S. in Ed., Illinois State Normal University, 1948
Elementary School Teachers (General)
Title of Thesis: Integrating Language Arts Through a Fifth Grade Newspaper

Robert Erle Glenn . . . . . Normal
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (General)
Title of Thesis: Illinois Secondary Schools' Administrative Changes, 1950-1951

Robert LeRoy Hade . . . . . Normal
B.A. Carthage College, Carthage, Illinois, 1943
Education-Administration (Secondary)
Title of Thesis: Junior College Transfers at Illinois State Normal University

Charles Edward Hammerlund . . . . . Normal
B.S. in Ed., Illinois State Normal University, 1950
Education-Administration (Secondary)
Title of Thesis: High School Speech Experience Correlated With Performance: A Study Based on the Illinois State Normal University Speech Usage Test

John Mitchell Hodges . . . . . Pekin
B.S. in Ed., Illinois State Normal University, 1949
Education-Administration (Secondary)
Title of Thesis: Primary Mental Abilities vs. Differential Aptitude Tests

Wendell Howard Hoover . . . . . Lewistown
B.S. in Ed., Illinois State Normal University, 1947
Social Science
Title of Thesis: A History of Selected Old Buildings in Lewistown, Illinois

Gerald Glenn Jackson . . . . . Bloomington
B.S. in Ed., Illinois State Normal University, 1948
Industrial Arts
Title of Thesis: A Comparison of Industrial-Arts and Non-Industrial Arts Pupils

Ralph Wayne Johnson . . . . . Bloomington
B.S. in Ed., Illinois State Normal University, 1950
Mathematics
Title of Thesis: SRA Primary Mental Abilities vs. Algebra Aptitude

Alma Uphoff Liebman . . . . . Normal
B. Ed., Illinois State Normal University, 1943
Health and Physical Education
Title of Thesis: Practice and Beliefs in Scheduling Girls' Physical Education

Elizabeth Frances Lund . . . . . Pasadena, California
B.S., University of Southern California, Los Angeles, California, 1948
Health and Physical Education
Title of Thesis: A Plan for Co-physical Education at University High School

Sister Mary Simeon McCoppin . . . . . Springfield
B.S. in Ed., Illinois State Normal University, 1947
Education Supervision (Secondary)
Title of Thesis: Implementation of Principles and Laboratory School Experiences

Louis Edward Miglio . . . . . Marseilles
B.S. in Ed., Illinois State Normal University, 1949
Social Science
Title of Thesis: The Growth and Development of Pekin, Illinois

Edward Milton Mitchell . . . . . Moline
B.S. in Ed., Illinois State Normal University, 1948
Business Education
Title of Thesis: Business Education: Reynolds, Illinois, Community High School

John Heelen O'Connor . . . . . Normal
B.A., Shepherd State Teachers College, Shepherdstown, West Virginia, 1943
Social Science
Title of Thesis: The Teaching of Lincoln, The Emancipator, in 1862

William Henry Odenthal . . . . . Joliet
B.S. in Ed., Illinois State Normal University, 1950
Geography
Title of Thesis: Grain Shipments on the Illinois Waterway

Rudolph Louis Pedrotti . . . . . Livingston
B.S. in Ed., Illinois State Normal University, 1950
Physical Science
Title of Thesis: Teaching Radioactivity in the High School

Hugh Clinton Phipps, Jr. . . . . Charleston
B. Ed., Eastern Illinois State College, Charleston, Illinois, 1943
Education-Administration (Secondary)
Title of Thesis: Physical Education Facilities of Five High Schools

Frederick Burton Robbins . . . . . Decatur
B.S. in Ed., Illinois State Normal University, 1950
English
Title of Thesis: An Analysis of the Freshman Entrance Test Errors In Mechanics of Expression Taken by 698 Entering Freshmen at Illinois State Normal University in September, 1950

Chester Alfred Schultz . . . . . Clinton, Iowa
B.S. in Ed., Illinois State Normal University, 1948
Industrial Arts
Title of Thesis: Industrial Arts Needs of a Rural Community

Edmond Hector Taveirne . . . . . Normal
B.S. in Ed., Illinois State Normal University, 1949
Education-Administration (General)
Title of Thesis: Analysis of Teacher Reactions to County Institutes in Nine Central Illinois Counties

Robert Theodore Trumpy . . . . . Benson
B.S. in Ed., Illinois State Normal University, 1949
Education-Administration (Elementary)
Title of Thesis: Survey of Hot-lunch Programs in Three Counties

Dane Francis Walker . . . . . Sidell
B.S. in Ed., Illinois State Normal University, 1947
Education-Administration (Secondary)
Title of Thesis: Athletic Programs in Illinois Junior Colleges

Edward Hugh Whitmore . . . . . Normal
B.S. in Ed., Illinois State Normal University, 1948
Mathematics
Title of Thesis: Teaching Critical Thinking in Ninth Grade Mathematics

Carter Harold Wilkey . . . . . Maroa
B.S. in Ed., Illinois State Normal University, 1948
Industrial Arts
Title of Thesis: Survey Study of Shop Finances in Illinois

William Earl Young . . . . . Evanston
B.S., Northwestern University, Evanston, Illinois, 1949
Special Education
Title of Thesis: Occupational Training, Job Placement for Mentally Retarded

b. The students whose names appear below completed requirements for the degree of Bachelor of Science in Education at the close of the summer session, August 10, 1951. It is recommended that they be awarded the degree of Bachelor of Science in

Education and granted the diploma of Illinois State Normal University.

UNDERGRADUATE SCHOOL
BACHELOR OF SCIENCE IN EDUCATION

Special Education

Luvenia Mildred Watts . . . . . Chicago

Home Economics Education

Peggy Johnson Fuller. . . . . Normal
Clara Williams Newlin . . . . Deer Creek

Music Education

Michael John Kmetz . . . . . Streator
Robert Ellis Schlabach . . . . Metamora

Agriculture Education

Robert Willard Golden . . . . . Kewance
Gaynor Murray Larson . . . Libertyville
Willard Lee Sears . . . . . Normal

Art Education

Gloria Whittmyer Babigian . . Round Lake
Phyllis Betty Bjorkman . . . . . Lockport
Ruthirene Mentzer . . . . . Bloomington
Kurt Wayne Schoening . . . . . LaSalle

Business Education

Mary Margaret Cabalek . . . Villa Grove
Jack Capodice . . . . . Bloomington
William Milburn Cotter . . . . Kankakee
Dorothy Marie Hazner . . . . . Madison
Jacque Eugene Osborn . . . . Chenoa
AnnaJean Enerson Triebe . . . . Normal

Industrial Arts Education

William Guy Bates . . . . . Bloomington
John Charles Daley . . . . . Normal
Russell Voorhes Dowdall . . . Carrollton
David Harvey King . . . . . Normal
David Lawrence McDonald . . . . Hardin
Francis John McQuade. . . West Chicago
Bernard Milton Myers . . . . . Saybrook

Health and Physical Education

John Martin Ciesielski . . . . . DePue
Lawrence Edward Clifford. . . Vancouver, Washington
James Ernest Doyle . . . . . Normal
Frances Nora Drescik . . . . . Pana
Thomas Franklin Hall . . . . . Raymond
Jack Wilbur Jordan . . . . . Bloomington
Edmund James Raley . . . . . Polo
Marjorie Kalips Raley . . . . Springfield
Paul Carlyle Reeves . . . . . Normal
John Clayton Shryock . . . . . Pekin
Wilbur Russell Taylor . . . . . Streator

Secondary Education

William Leonard Adams . Chicago Heights
Evelyn Marie Allen . . . . . Carlinville
Evelyn Halvey Botkin . . . . Lexington
Clifford Earl Bennett . . . . . Minier
Joan Carolyn Bonney . . . . . Breese
Philip Felix Henebry, Jr.. . . Bloomington

William Walter Boyle . . . . . LaSalle
Georgine Piper Bridgewater . . . . . Mobile, Alabama
John Raymond Corn . . . . . Paxton
Louis Cross. . . . . Venice
Ralph Ellsworth Deal . . . . . Heyworth
Ray Morris Druce . . . . . Grayslake
Doris Charlene Edwards . . . . . Knoxville
Thomas Francis Edwards . . . . . Pearl
Louis John Elardo . . . . . Riverside
Francis Charles Fremgen . . . . . Normal
Juanita Brown Fremgen . . . . . Normal
Oliver Wendall Fuller . . . . . Normal
Claude Henry Griffiths . . . . . Murrayville
Harry Owen Jackson . . . . . Lincoln
Mary Carol Kos . . . . . Chicago
Gerald Thomas Lonergan . . . . . Murrayville
Betty Lou Maitland . . . . . West Chicago
Irene Johanna Nelson . . . . . Kewanee
Wayne Elden Newlin . . . . . Cambridge
Wayne Wilford Raley . . . . . Polo
Gilbert Dean Redfern . . . . . Palmyra
Paul Sydnor Risen . . . . . Morton
William Robert Rutter . . . . . Normal
Ray H. Sheffield . . . . . Rossville
Lowell Dean Taylor. . . . . Normal
Mary Dorothy Veerman . . . . . Pekin
Natalie Ann Zalewski . . . . . Madison

Elementary Education

Mary Coulter Bade . . . . . Roanoke
Lee Warner Beam . . . . . Springfield
Mildred Merle Behrends . . . . . Ashkum
Katherine Elaine Beutien . . . . . Peotone
Anna Marie Boyden . . . . . Milford
Georgia Kathryn Carnahan . . . . . Normal
Catherine Minerva Coulter . . . . . Goodfield
William Guy Crites . . . . . Danville
Margaret Dally Davidson . . . . . Bloomington
Eva Viola Fitzpatrick . . . . . Gibson City
Dorothy Miriam Gallagher. . . . . Sardinia, Ohio
Nelle Jencie Gibson . . . . . Louisville
Anna Martha Gima . . . . . Benld
Dorothy Moore Gregory . . . . . Springfield
Helen Katheryn Hall. . . . . Carlyle
Catherine Bernice Healy . . . . . Bloomington
Ralph Lester Hoyt . . . . . Ottawa
Eunice Irwin. . . . . Decatur
Elizabeth Hart Kasel . . . Hammond, Indiana
Fairy Graves Martin . . . . . Downs
Janice Morrisey . . . . . Joliet
Emmett Joseph Mulera . . . . . Kinsman
Edna May Mursener . . . . . Kewanee
Verla Jenkins Nash . . . . . Taylorville
Lucile Hartman O'Connor. . . . . Kankakee
Iris Joy Odell . . . . . Decatur
Betty Jean Furtney Parris . . . . . Monticello
Rachel Brett Pomatto . . . . . Spring Valley
Margaret Young Ringe . . . . . Minonk
Dorothy Schoof Sandleben. . . . . Lincoln
Edna Elizabeth Schumacher . . . . . LaRose
Mary Genevieve Scott . . . . . Waukegan
Mary Veronica Shaughnessy . . . Piper City
Martha Luetta Studyvin . . . . . Tremont
Blendean Viola Tharp. . . . . Sheldon
Shirley Louise Voights . . . . . Streator
Lena Ulrica Ward . . . . . Decatur
Williams James Wood . . . . . Batavia

Summary of Undergraduate Division Groups

Special Education	1	Business Education	6
Home Economics Education . . .	2	Industrial Arts Education	7
Music Education.	2	Health and Physical Education. .	11
Agriculture Education	3	Secondary Education	33
Art Education	4	Elementary Education.	38

Total August Bachelors Graduates	107
Total August Masters Graduates	39
Total August Graduates	146

II. FACULTY

1. Resignations

   a. Miss Viola Boekelheide, Instructor in Music, effective June 9, 1951, in order to return to the staff of George Peabody College for Teachers.

   b. Miss Helen Dooley, Assistant Librarian, effective June 9, 1951, with the plan of not working this coming 1951-1952 school year.

   c. Miss Frances Pearce, Faculty Assistant in Education, effective June 9, 1951, in order to accept a position as kindergarten director in the Glencoe, Illinois, schools.

   d. Mrs. Elizabeth Bendschneider, Alumni Secretary, effective June 30, 1951, for health reasons.

2. Leaves of Absence, All without pay

   a. Dr. Richard G. Browne, Professor of Social Science, until September 1, 1952, in order to accept the position of Educational Coordinator of the Teachers College Board. Since Dr. Browne has been granted a leave of absence by the Teachers College Board prior to making such request, it is presumed that no action need be taken on this written request which is here included as a matter of record.

   b. Miss Anne Cameron, Instructor in the Teaching of Home Economics, for the 1951-1952 school year, in order to undertake further graduate study at Ohio State University.

   c. Dr. Theodore Sands, Associate Professor of Social Science, for the 1951-1952 school year, in order to work with the Department of State in Washington, D. C., in place of an obligatory military assignment.

3. Change in Status

   a. Mr. John T. Carey, at the suggestion of the administration, has reconsidered his res-

ignation previously presented and has changed this to a leave of absence without pay for the 1951-1952 school year.

4. Off-Campus Student Teaching

   a. The following centers as selected school systems are here listed for use as student teaching centers in home economics, together with the persons who have been approved by the state office in home economics as qualified to handle such supervision. These supervisors receive $8.00 per semester hour per student for supervision of student teaching.

Eureka	-	Miss Margaret Hallsted
Farmington	-	Miss Marianne Clinch
Greenview	-	Mrs. Florence Butler
Minonk	-	Mrs. Marjorie Hill
Pontiac	-	Miss Ruth Harrison
Varna	-	Miss Beatrice Paolucci
Wenona	-	Mrs. Wilda Ash

5. New Appointments, Effective September 1951 unless otherwise noted

   a. Mr. Buford Bass, B.S. in Ed., M.S. in Ed., Illinois State Normal University, as Faculty Assistant in Industrial Arts, to take the overload of Dr. W. D. Ashbrook in the same department, at a salary of $2925.00 for nine months.

   b. Mrs. Margaret K. Bradford, B.S., Bradley University, M.S., Colorado State College, Fort Collins, as Instructor in Home Economics in the University High School, to take the place of Miss Anne Cameron, on leave, at a salary of $3600.00 for nine months. Mrs. Bradley's teaching experience has been in Spring Grove, Minnesota, Colfax and Marseilles, Illinois.

   c. Mr. Warren S. Crews, B.S., Southeast Missouri State Teachers College, M.S. in Ed., Illinois State Normal University, as Faculty Assistant in Health and Physical Education, to take the place of Mr. Charles A. Slagle, on leave, at a salary of $2925.00

for nine months. Mr. Crews' experience has been in the high school at Lovington, Illinois.

d. Miss Florence P. Davis, B.S. and M.S., Iowa State College, with additional work at Iowa State Teachers College and the University of Chicago, as Associate Professor of Home Economics, Head of the Department of Home Economics, and Director of the Division of Home Economics Education, to take the work of Dr. Marie Dirks who desires only a teaching assignment, at a salary rate of $5850.00 for nine months. Miss Davis has had teaching experience in elementary and secondary schools in Iowa, and at Alabama Polytechnic Institute at Auburn, Alabama. This appointment is effective January 1, 1952, at which time Miss Davis will come to us after receiving her Ph.D. degree from the University of Chicago.

e. Miss Edna E. Engberg, B.S., University of Minnesota, M.Ed., University of Michigan, with additional work at the University of Colorado and the University of Wyoming, as Inustructor in Health and Physical Education in Special Education, to fill a newly authorized position, at a salary of $3780.00 for nine months. Her teaching experience has been in the elementary schools of Northfield, Minnesota, and the high schools of Laramie, Wyoming, and Battle Creek, Michigan.

f. Miss Louise Farmer, B.S., in Ed., Southeast Missouri State Teachers College, M.S. in Ed., University of Illinois, as Instructor and Supervising Teacher in Grades Five-Six in the Special Education Building, to take the place of Miss Lucille Hagman who has a new assignment in Grades Seven-Eight, at a salary of $3780.00 for nine months. Her teaching experience has been in the elementary schools of Charleston and Bonne Terre, Missouri, and Lawrenceville and Effingham, Illinois.

g. Dr. Dorothy E. Fensholt, B.S., M.S., Ph.D., Northwestern University, with additional work at the University of Chicago, Oregon Institute Marine Biology, Coos Bay, Oregon, and Hopkins Marine Station, Pacific Gr. California, as Assistant Professor or Biological Science, to take the place of Miss Delma Harding on leave, at a salary of $4590.00 for nine months. Her teaching experience has been at Northwestern University.

h. Dr. Ruth M. Freyberger, B.S., State Teachers College, Kutztown, Pennsylvania, M.Ed., Ph.D., Pennsylvania State College, with additional work at the University of Iowa and the University of Pennsylvania, as Associate Professor of Art, to take the place of Dr. Gladys Bartle, on leave, at a salary of $4680.00 for nine months. Her experience has been in the public schools of New Holland, Huntington, and Hershey, Pennsylvania.

i. Mr. Gerald F. Gates, B.F.A., Syracuse University, M.F.A., University of Colorado, with further work at the University of Denver, as Instructor in Art and Supervisor in the Elementary Grades, to take the place of Mr. John T. Carey, on leave, at a salary of $4140.00 for nine months. His experience has been in the high school at Carthage, New York, and at North Dakota State College and Rice Institute of Houston, Texas.

j. Mr. Dean Hackett, B.Mus., University of Wisconsin, M.Mus., Northwestern University, to fill a newly authorized position as Resident Director of the New Men's Residence Hall, at a salary of $3000.00 for twelve months, plus living quarters and meals.

k. Mr. Arlan C. Helgeson, B.S., State Teachers College, LaCrosse, Wisconsin, M.S., University of Wisconsin, as Assistant Professor of Social Science, to take the place of Dr. Theodore Sands on leave, at a salary of $4410.00 for nine months. Mr. Helgeson's

teaching experience has been in the high school at Bangor, Wisconsin.

l. Mr. Wilbur S. Johnson, B.S. in Ed., Illinois State Normal University, with further graduate work at Illinois State Normal University, as Faculty Assistant in the Alumni Office, to take the place of Mrs. Elizabeth Bendschneider, resigned, at a salary of of $ 3900.00 for twelve months.

m. Miss Loretta Barbara Kreuz, A.B., Marquette University, A.B. in L.S., University of Michigan, M.A. in L.S., University of Illinois, as Instructor and Assistant Librarian, to take the place of Miss Helen Dooley, resigned, at a salary of $ 4050.00 for nine months. Her experience has been in the high schools of Daggett and Powers, Michigan, the public library in Detroit, Michigan, and at Loyola University.

n. Dr. Clarence H. Kurth, B.Ed., State Teachers College, Whitewater, Wisconsin, A.M., University of Chicago, Ed.D., Indiana University, as Assistant Professor of Education, at a salary of $ 4590.00, to fill a newly authorized position. His teaching experience has been at South Milwaukee and Whitewater, Wisconsin.

o. Miss Ruth M. Lundvall, B.Ed., Northern Illinois State Teachers College, M.A., Stetson University, with additional study at the University of Wisconsin and Teachers College, Columbia University, as Assistant Professor of Education, to take the place of Dr. John W. Hancock, deceased, at a salary of $ 4590.00 for nine months. Her teaching experience has been at Rockford, Illinois, Keene and Oakland, California, and Jacksonville, Florida.

p. Dr. Wallace E. McIntyre, B.Ed., Illinois State Normal University, M.A., Ph.D., Clark University, as Associate Professor of Geography, to take the place of Dr. A. W. Watterson, who takes the place of Dr. H. O. Lathrop, deceased, at a salary of

$4770.00 for nine months. Dr. McIntyre's teaching experience has been in the public schools of Cornell and Antioch, Illinois, and at the University of New Hampshire and West Texas State College.

q. Miss Inez L. Mauck, B.Ed., Illinois State Normal University, M.A., University of Missouri, as Instructor and Supervising Teacher in the Fourth Grade, to take the place of Miss Faye Mansfield, on leave, at a salary of $4230.00 for nine months. Her teaching experience has been in the public schools of Danville, Illinois, and at the State Teachers College at Terre Haute, Indiana.

r. Dr. Barbara Moulton, B.A., University of Chicago, M.A., George Washington University, M.D., George Washington University School of Medicine, with further work at Smith College, and the University of Vienna, as Assistant Director of the University Health Service at a salary of $7020.00 for twelve months. Her experience has been at St. Luke's Hospital, Chicago, Suburban Hospital, Bethesda, Maryland, George Washington University Medical School, and in the Student Health Service of the State College of Washington, Pullman, Washington.

s. Miss M. Geneva Nay, B.S., Iowa State Teachers College, M.A., University of Iowa, as Instructor in Business Education, to take the place of Miss Helen McEwen, on leave, at a salary of $4050.00 for nine months. Her teaching experience has been in the high school at Dunlap, Iowa, and at Western Illinois State College.

t. Mrs. Ethel Owens, as Resident Director of the New Women's Residence Hall, to fill a newly authorized position, at a salary of $2250.00 for nine months. Her experience has been as a residence hall director at West Texas State College, at Canyon, Texas.

u. Dr. P. W. Purcell, B.S., University of Illinois, M.D., Loyola University, with some work at Illinois Wesleyan University, as

Director of the University Health Service, to take the place of Dr. George H. Agate, resigned, at a salary of $ 7500.00 for twelve months. His experience has been general practice at Elmwood Park, Clifton, and Hull, Illinois.

v. Miss Anola Radtke, B.S. in Mus. Ed., State Teachers College, Milwaukee, Wisconsin, M.M., Indiana University, as Instructor in Music, to take the place of Miss Viola Boekelheide, resigned, at a salary of $ 4140.00 for nine months. Her teaching experience has been in the public schools of Marshfield, Wisconsin, at Indiana University, University of Wyoming, and University of Tennessee.

w. Miss Doris M. Richards, B.A., M.S., University of Michigan, as Instructor in Speech, to fill a newly authorized position, at a salary of $ 3600.00 for nine months. Her teaching experience has been in the Michigan State Normal College at Ypsilanti.

x. Miss Vivian Tasker, B.A., Asbury College, Wilmore, Kentucky, M.A., Northwestern University, with further work at the University of Illinois, as Instructor and Supervising Teacher for the Deaf and Hard of Hearing, to fill a newly authorized position, at a salary of $ 4140.00 for nine months. Her teaching experience has been in the high schools of Benton, Havana, and Champaign, Illinois.

y. Dr. Mildred C. Wells, B.A., State University of Iowa, M.A., Ph.D., Ohio State University, with further work at Iowa State Teachers College, as Associate Professor of Education, to take the place of Dr. James Wheeler, resigned, at a salary of $ 4770.00. Her teaching experience has been in the public schools of Whitten, Parkersburg, Vinton, and Des Moines, Iowa, and at Temple University and the University of Hawaii.

z. Miss Madeleine Wolferz, B.A., Bucknell University, Lewisburg, Pennsylvania,

M.A., State University of Iowa, with work at Horace Mann School, New York City, as Instructor and Supervising Teacher in the Cardinal Court Kindergarten, to take the place of Miss Frances Pearce, resigned, at a salary of $3600.00 for nine months. Her experience has been in the University of Iowa Laboratory Schools.

aa. Mr. John Sealock, as Executive Assistant in Education and Administration and Chief University Accountant, to take the place of Miss Gloria Piazzi, resigned, at a salary of $4500.00 for twelve months, effective as of August 1, 1951.

bb. Mrs. Edith Algoe Bramble, B.Ed., Illinois State Normal University, M.S., University of Illinois, with additional work at Colorado State College, Fort Collins, as Instructor in Home Economics, Illinois Soldiers and Sailors Childrens School, to take work which has been handled by substitutes, at a salary of $4560.00 for twelve months. Her experience has been in elementary schools in Dwight, East Moline, and Streator, Illinois, and in the high schools at Sauneman and Canton, Illinois. This is reported as a matter of record since her salary is paid by the Childrens School through the Department of Public Welfare.

6. Substitute Teachers

a. To fill regular vacancies, the following persons are given an assignment on a substitute basis in order to handle the work of persons who are absent from their duties for varying periods of time at the opening of the school year. The names and the per month salary rates are as follows

Mrs. Christine Stombaugh	$410.00 per month
Mrs. Margaret McIntyre	400.00 per month
Mrs. Myrtle Benton	370.00 per month
Mrs. Charlotte Upton	120.00 per month
Mrs. Lucile Holmes	120.00 per month
Miss Eunice Blackburn	410.00 per month

b. In addition to those doing regular substitute work over a longer period of time, the following persons should be approved on a per day basis for use any time during the year. They have the qualifications to handle work any time they are called upon.

Mrs. Theron Stoik
Mrs. Florence Linden

7. Appointment of Graduate Assistants

Following the policy of the appointment of a certain number of graduate assistants who render teaching service to the University while working on their master's degrees, and part of whose educational growth comes as a result of this experience, the following persons are recommended for appointment beginning September 1951, for nine months of the school year.

Persons Appointed	Department or Area	Stipend Per Month
Richard C. Meyer	Art	$ 75.00
Morris Jack Rosenthal	Art	75.00
Robert Krapf	Biological Science	150.00
Gordon Fidler	Business Education	75.00
Virginia Hartman	Business Education	75.00
Lawrence A. Boyle	Education and Psychology	75.00
Glenn A. Grever	English	75.00
Elizabeth Scott	English	75.00
James Patzer	Geography	75.00
James Gallagher	Geography	75.00
Eudean Heald	Health and Physical Education	75.00
Betty Keough	Health and Physical Education	150.00
Sherwood Coul	Industrial Arts	150.00
Lloyd W. Grever	Mathematics	75.00
Robert Schlabach	Music	75.00
J. Richard Hansen	Physical Science	150.00
Robert Huson	Social Science	150.00
Donald A. Turnquist	Special Education	150.00
Dennis W. Ruble	Special Education	150.00
James M. Terrill	Guidance Clinic	150.00
John Wesley Henderson	University High School	75.00
Donald F. Devine	Research	150.00

8. Appointment of Faculty Assistants

The following faculty assistants are recommended for appointment effective for a nine months' period beginning September 1951.

James Golden	$ 75.00
Dean Burridge	75.00
LaVerne Changnon	75.00
Roy Camboni	75.00
Frank Chiodo	75.00
John Dal Santo	75.00
Jacque Osborn	75.00
Robert Pomrenke	75.00

9. Illinois Soldiers and Sailors Childrens School Staff

Although most of the salaries of staff members at the Childrens School are paid by the Department of Public Welfare, there are four of them that are paid through the University. These are starred below and have been covered in approvals for salaries of persons on the University payroll. Staff members at the Childrens School and their salaries, effective from July 1, 1951, on a twelve months basis, are listed as a matter of record.

Name	Classification	Salary
*John L. Reusser	Principal	$ 6900.00
*Orrin G. Mizer	Instructor, Assistant Principal	5580.00
Veda B. Bauer	Critic Teacher	4920.00
*John R. Claus	Faculty Assistant	4080.00
Gertrude M. Erbe	Critic Teacher	4920.00
Joseph Freese	Critic Teacher	4680.00
Roland A. Gleisner	Critic Teacher	4920.00
Rolland O. Gray	Critic Teacher	4920.00
Ruby Hard	Critic Teacher	4680.00
Dorris Hardine	Critic Teacher	4920.00
Janet C. Hougham	Elementary Teacher	3960.00
John Edgar Houghton	Critic Teacher	4920.00
Clara Kepner	Critic Teacher	4920.00
Fred J. Knuppel	Critic Teacher	4920.00
Lucille Koenig	Critic Teacher	4800.00
Beth Massey	Critic Teacher	4680.00
Margie J. Miner	Critic Teacher	4800.00
Leslie D. Park	Critic Teacher	4800.00

Name	Classification	Salary
Mable A. Pumphrey	Critic Teacher	$4920.00
Verner Ryden	Critic Teacher	4800.00
Marceil Saller	Critic Teacher	4680.00
Herbert C. Sanders	Critic Teacher	4800.00
Josephine Shea	Critic Teacher	4920.00
*Alice Sheveland	Assistant Professor	5520.00
Mrs. Gladys Baker	Critic Teacher	4920.00
Mrs. Edith Bramble	Critic Teacher	4560.00

It has been the good fortune of the faculty at the Childrens School to obtain favorable recognition for an increased current salary as well as a future figure that makes it possible to set up a desirable salary schedule over the next few years.

10. Positions Unfilled

It has been impossible to find suitable candidates for the positions of Director of Food Service, Assistant Professor of Mathematics, Instructor in Kindergarten, Associate Professor of Elementary Education, and Instructor of the Physically Handicapped. At the present time substitutes are working in these positions and it may be that some of them will not be filled during the entire year.

III. OTHER SCHOOL EMPLOYEES

1. Resignations

a. Miss Mildred Dillingham, Clerk Stenographer I, effective August 31, 1951.

b. Miss Lois Hargis, Clerk Stenographer I, effective July 1, 1951.

c. Mrs. Marjorie Middleton, Clerk Stenographer I, effective September 15, 1951.

2. Retirement

a. Mrs. Nelle Karlock, Laundry Worker, August 31, 1951.

3. Creation of New Position

a. Since the State of Illinois is asking that we prepare the schedules for our payrolls here because of having IBM equipment, it becomes all the more necessary to have a full time trained and highly qualified person to handle this and other University materials. It is recommended that such a position be authorized.

4. New Appointments

a. Mrs. Ruth Ellen Edwards, Clerk I, effective September 11, 1951, at a salary of $170.00 per month, or $2040.00 for twelve months, to take the place of Mrs. Marjorie Middleton, resigned.

b. Mrs. Martha H. Fletcher, Clerk Stenographer II, effective September 1, 1951, at a salary of $200.00 per month, or $2400.00 for twelve months, at the request of the central (Springfield) office of the Teachers College Board, where she is assigned.

c. Miss Dorothy B. Heinecke, Executive Assistant in Education and Administration, effective September 1, 1951, at a salary of $250.00 per month, or $3000.00 for twelve months, to work in the office of the President in place of Mrs. Anita Jones, resigned.

d. Miss Gloria Anne Sutter, as Faculty Assistant in the office of the Director of Admissions, at a salary of $180.00 per month, or $2160.00 for twelve months, effective July 16, 1951, to take the place of Miss Lois Hargis, resigned.

e. Mr. Ferrell Sears, Executive Assistant in Education and Administration, effective September 1, 1951, at a salary of $330.00 per month, or $3960.00 for twelve months, to fill a newly created position as International Business Machines operator.

f. Mr. Charles W. Huber, Janitor I, effective September 11, 1951, at a salary of $160.00 per month, or $1920.00 for twelve months, to take the place of Mr. Eugene A. Hunter, Jr., resigned.

g. Mr. Clarence Alfonso Frisch, as Janitor I, effective September 11, 1951, at a salary of $170.00 per month, or $2040.00 for twelve months, to take the place of Mr. V. E. McClure, resigned. Mr. Frisch is re-employed following his resignation a short time ago.

h. Mr. William F. Thornton, as Janitor I, effective August 1, 1951, at a salary of $170.00 per month, or $2040.00 for twelve months, to take the place of Mr. Clarence Frisch, resigned.

i. Mr. Carl Samuels, as Janitor I, effective July 1, 1951, at a salary of $170.00 per month, or $2040.00 for twelve months, to take the place of Mr. Chester Redding, deceased.

j. Mrs. Fannie Schroeder, as Janitor I, effective September 14, 1951 at a salary of $170.00 per month, or $2040.00 for twelve months, to take the place of Mr. Alvin O. Calhoon, retired.

k. Mrs. Elmina Smith, as Janitor I, effective September 17, 1951, at a salary of $145.00 per month, or $1740.00 for twelve months, to fill a newly authorized position which has never been filled.

l. Mrs. Imelda F. Solomon, as Cook I, effective September 1, 1951, at a salary of $160.00 per month, or $1920.00 for twelve months, to take the place of Mrs. Grace Russell, resigned.

m. Mrs. Edith M. Stricker, as Cook I, effective September 20, 1951, at a salary of $170.00 per month, or $2040.00 for twelve months, payable from the Teachers College Bond Revenue Fund, to fill a necessary new position.

n. Mrs. Dorothy Gee, as Cook I, effective September 25, 1951, at a salary of $210.00 per month, or $2520.00 for twelve months, payable from the Teachers College Bond Revenue Fund, to fill a necessary new position.

5. Part Time Student Appointments

a. One-hundred hour per month workers, 1951-1952

Name	Monthly Salary
Barbara Ann Ambrose	$ 90.00
Robert Basarich	90.00
June Bradley	100.00
Ruth Brownell	90.00
Raymond Catenacci	90.00
Ingrid Christensen	95.00
Melvin Currie	100.00
Charles Ellis	90.00
Dorothy Ernat	90.00
Marjorie Friederich	90.00
Lola Giseburt	95.00
Eugene Irving	90.00
William Jenne	90.00
Jean Johnson	95.00
Wendy Mary Kemp	90.00
Marjorie Kudela	90.00
Betty MacMurdo	95.00
Fred Nelson	90.00
Barbara Ottilie	100.00
John Phillips	90.00
Max Scott	90.00
Maurice Seymour	90.00
Juanita Sherwood	95.00
Marcella Woods	90.00

b. One-hundred-forty hour per month workers, 1951-1952

Leyla Aimone	$ 145.00
Carleen Brenneman	140.00
Joanne Fissel	140.00
Mary Dortch	14.00
Lois Francisco	140.00
Helen D. Fuller	140.00
Patricia Gardner	145.00
Wyona Gillett	140.00
Betty Girard	140.00
Barbara Landwehrmeier	140.00
Shirley Mohr	140.00
Phyllis Quensel	140.00
Bonnie Schlabach	140.00
Betty Schoenborn	145.00

Mildred Schneeburg	150.00
Marjean Sieg	145.00
Bette Soldwedel	140.00
Genevieve Stang	145.00

6. Salary Adjustments in Non-Academic Personnel

In the computing of the ten percent increase to Civil Service employees, slight adjustments had to be made beyond those listed in the Board Report of June 11, 1951, in order to make it more satisfactory to issue monthly checks. These salary adjustments are:

Name	Board Report Salary	Adjusted Salary
Edna Erickson	$2684.00	$2688.00
Mary DeMange	2368.00	2376.00
Zola Arends	2240.00	2244.00
Arthur Dithen	3912.00	3924.00
Roy Farmer	3912.00	3924.00
John Fenton	3912.00	3924.00
J. E. Reeder	3912.00	3924.00
Fred Thommen	3912.00	3924.00
Charles Mercier	3898.00	3900.00

IV. THE ORGANIZATION

V. THE CURRICULUM

1. Agriculture Situation

We continue to operate without definite success on the agriculture situation. There has been a great deal of interest on the part of citizens of Illinois and we have had the support of Senators Dirksen and Douglass and Congressman Arends, among others in Washington, on clearing this project. It is expected that a trip to Washington will need to be made in order to eliminate the "run around" that is being given our friends in Washington who do not have all the answers to the questions that are raised by the Office of Education. Every attempt is being

made to block the situation so far as the Office of Education is concerned, despite the recent re-affirmation by the State Board for Vocational Education of their previous stand in certifying an amendment including Illinois State Normal University in the current Five-Year Plan. It would help appreciably if the Teachers College Board would take definite action at this meeting re-affirming their previous stand in approving the inclusion of Illinois State Normal University in the Five-Year Plan as certified by the State Board for Vocational Education. We are getting such assistance from a number of organizations in the State and we have been promised the assistance of the Illinois Education Association in helping to make any survey of conditions that would prove to the authorities in Washington that Illinois State Normal University merits the recognition at any and all points where doubt has been expressed. Possibly an invitation to the Illinois Education Association through Mr. Irving Pearson, the Executive Secretary, to undertake such studies as may be needed and requested, would be appropriate at this time. Certainly the approval of the Teachers College Board of the action of the State Board for Vocational Education is very much needed.

VI. BUILDINGS AND GROUNDS

1. Progress Report

There are still some items to be completed in the Special Education Building, although at least part of that building has been used for the past year. It is hoped that these final adjustments can be made in the very near future, especially in the medical unit where there is now a great need for all of the facilities of that wing of the building. There is difficulty in getting certain equipment provided due to letting contracts to irresponsible persons who are

not in the equipment business. This has resulted in some firms practically repudiating their contracts or telling the subcontractors that they cannot furnish the equipment until a very late time in the current school year. This is especially true in connection with the furniture and furnishings for the infirmary rooms in the medical unit.

The attempt to get into the two new dormitories, one for men and the other for women, has resulted in a great deal of inconvenience and the necessity of students accepting incomplete quarters for some considerable period of time. It will not be possible to get into the dining room facilities until approximately November 1, 1951, and all of the facilities for the rooms will not be installed, especially for the men's dormitories, until some time in October.

Work on the Fell Hall addition (wings) is progressing as satisfactorily as may be expected with the difficulty in obtaining materials. There is still the belief that we may get into these new quarters in September 1952.

2. New Construction

With money available for drawing plans for the new University Elementary School and Junior High School, steps are being taken to make plans and specifications available at such time as money may be available for this work to begin.

3. Site Work

Practically all of the work has been done on the site work around the Administration Building. The remainder will be completed within the next few weeks.

The site work across the campus and in front of Old Main is under way and should be rather well completed by January 1, 1952.

The site preparation and landscaping around the Special Education Building is moving very slowly. Two different contractors are operating this project and the one in front of Old Main and they were permitted to employ the same sub-contractors, most of them local, and consequently the Old Main project has taken most of the time and the equipment of the sub-contractors, leaving the Special Education Building to move when help and equipment are available. This should have been completed by the first of January but it looks as though it might be almost a year before it may be expected that this work will be carried to completion.

Work will be undertaken very shortly on the site work around the new self-liquidating dormitories. It now appears that there will be sufficient funds to take care of the necessary part of this work involving the two halls that have been erected.

VII. AUXILIARY ENTERPRISES

The following reports are presented for Fell Hall and the Cafeteria, as a Teachers College Board Bond Revenue project for the first time, Smith Hall, as a revenue producing auxiliary enterprise, and Veterans Housing at Cardinal Court on the University Farm.

Teachers College Board Bond Revenue Fund

Statement of Profit and Loss
September 1, 1950 -- June 30, 1951

Income:		
Cafeteria	$69,876.05	
Fell Hall - Room	17,454.65	
Fell Hall - Meals	64,893.03	
Miscellaneous	268.90	
Total Income		$152,492.63

Cost of Food Sold		
Food Inventory - September 1	$ 4,105.58	
Purchases - Food	63,805.25	
Food Available for Sale	67,910.83	
Less Food Inventory - June 30	7,975.74	
Cost of Food Sold		$ 59,935.09
Gross Profit		$ 92,557.54
Operating Expenses		
Personal Services	26,716.52	
Student Help Expense	21,652.44	
Employees' Meals Expense	4,466.82	
Contractual Services	1,707.64	
Office Expenses	320.25	
Commodities - Other than food	10,080.08	
Interest Expense	23,487.50	
Financial Expense	500.00	
Total Operating Expenses		88.931.25
Net Profit		$ 3,626.29

Smith Hall

Statement of Profit and Loss
July 1, 1950 -- June 30, 1951

Income		
Room	$ 7,182.26	
Board	21,232.45	
	28,414.71	
Less - Refunds	125.13	
Total Income		$28,289.58
Cost of Food Sold		
Food Inventory - July 1, 1950	- -	
Purchases	16,050.46	
Food Available for Sale	16,050.46	
Food Inventory - June 30, 1951	- -	
Cost of Goods Sold		16,050.46
Gross Profit		12,239.12

Expenses			
Personal Services			
Regular Help	$3,002.79		
Student Help	2,002.50	$5,005.29	
Contractual Services			
Minor Repairs and Maintenance of Furniture and Equipment	198.42		
Telephone	221.00		
Cleaning and Exterminating Services	48.00	467.42	
Commodities			
Fuel Oil	1,628.81		
Household and Cleaning Supplies	190.49	1,819.30	
Total Expenses			$7,292.01
Net Profit			$4,947.11

Veterans Housing Project

Statement of Profit and Loss
July 1, 1950 -- June 30, 1951

Income			
Rent		$32,299.03	
Less - Refunds		41.90	
Total Income			$32,257.13
Expenditures			
Personal Services			
Regular Help	$2,694.00		
Student Help	898.14	3,592.14	
Contractual Services			
Gas	824.58		
Electricity	766.23		
Water	1,220.25		
Telephone	19.62		
Repairs	353.55	3,184.23	
Commodities			
Fuel Oil	3,406.24		
Repair and Maintenance Supplies	1,693.25	5,099.49	
Total Expenditures			11,875.86
Net Profit			$20,381.27

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS. No report.

X. SUMMARY

Consideration and favorable action by the Teachers College Board is requested and will be appreciated on the following recommendations:

1. Approval of the summer session scholarship list as certified and sent to Springfield.
2. Sanction of the graduates at the August 10, 1951 commencement as listed for both master's and bachelor's degrees.
3. Acceptance of the resignations of Miss Viola Boekelheide, Miss Helen Dooley, Miss Frances Pearce, and Mrs. Elizabeth Bendschneider.
4. Leaves of absence without pay to be granted to Miss Anne Cameron and Dr. Theodore Sands, aside from the recognition of the leave of absence to Dr. Richard G. Browne by previous general Board action.
5. Approval of the change in status of Mr. John T. Carey from resignation to leave of absence.
6. Approval of the home economics student teaching centers at Eureka, Farmington, Greenview, Minonk, Pontiac, Varna and Wenona, together with the teachers as listed for those centers.
7. Approval of the employment of Mr. Buford Bass, Mrs. Margaret K. Bradford, Mr. Warren S. Crews, Miss Florence Davis, Miss Edna E. Engberg, Miss Louise Farmer, Dr. Dorothy E. Fensholt, Dr. Ruth M. Freyberger, Mr. Gerald F. Gates, Mr. Dean Hackett, Mr. Arlan C. Helgeson, Mr. Wilbur S. Johnson, Miss Loretta Kreuz, Dr. Clarence Kurth, Miss Ruth M. Lundvall, Dr. Wallace E. McIntyre, Miss Inez L. Mauck, Dr. Barbara Moulton, Miss M. Geneva Nay, Mrs. Ethel Owens, Dr. P. W. Purcell, Miss Anola Radtke, Miss Doris M. Richards, Miss Vivian Tasker, Dr. Mildred C. Wells, Miss Madeleine Wolferz, Mr. John Sealock, Mrs. Edith A. Bramble.

8. Approval of the following regular substitute teachers: Mrs. Christine Stombaugh, Mrs. Margaret McIntyre, Mrs. Myrtle Benton, Mrs. Charlotte Upton, Mrs. Lucile Holmes, Mrs. Theron Stoik, Mrs. Florence Linden, Miss Eunice Blackburn.

9. Appointment of the following graduate assistants: Mr. Richard C. Meyer, Mr. Morris Jack Rosenthal, Mr. Robert Krapf, Mr. Gordon Fidler, Miss Virginia Hartman, Mr. Lawrence A. Boyle, Mr. Glenn A. Grever, Miss Elizabeth Scott, Mr. James Patzer, Mr. James Gallagher, Mr. Eudean Heald, Miss Betty Keough, Mr. Sherwood Coul, Mr. Lloyd W. Grever, Mr. Robert Schlabach, Mr. J. Richard Hansen, Mr. Robert Huson, Mr. Donald A. Turnquist, Mr. Dennis W. Ruble, Mr. James M. Terrill, Mr. John Wesley Henderson, Mr. Donald F. Devine.

10. Approval of the following as faculty assistants: Mr. James Golden, Mr. Dean Burridge, Mr. LaVerne Changnon, Mr. Roy Camboni, Mr. Frank Chiodo, Mr. John Dal Santo, Mr. Jacque Osborn, Mr. Robert Pomrenke.

11. Acceptance of the resignations of Miss Mildred Dillingham, Miss Lois Hargis and Mrs. Marjorie Midleton.

12. Creation of a new position as operator of International Business Machines.

13. Approval of the appointments of Mrs. Ruth Ellen Edwards, Mrs. Martha H. Fletcher, Miss Dorothy B. Heinecke, Miss Gloria Ann Sutter, Mr. Ferrell Sears, Mr. Charles W. Huber, Mr. Clarence A. Frisch, Mr. William F. Thornton, Mr. Carl Samuels, Mrs. Fannie Schroeder, Mrs. Elmina Smith, Mrs. Imelda F. Solomon, Mrs. Edith M. Stricker, Mrs. Dorothy Gee.

14. Appointment of Miss Barbara Ann Ambrose, Mr. Robert Basarich, Miss June Bradley, Miss Ruth Brownell, Mr. Raymond Catenacci, Miss Ingrid Christensen, Mr. Melvin Currie, Mr. Charles Ellis, Miss Dorothy Ernat, Miss Marjorie Friederich, Miss Lola Giseburt, Mr. Eugene Irving, Mr. William Jenne, Miss Jean

Johnson, Miss Wency Mary Kemp, Miss Marjorie Kudela, Miss Betty MacMurdo, Mr. Fred Nelson, Miss Barbara Ottilie, Mr. John Phillips, Mr. Max Scott, Mr. Maurice Seymour, Miss Juanita Sherwood, Miss Marcella Woods to student positions on a one-hundred hour per month basis.

15. Appointment of Mrs. Leyla Aimone, Mrs. Carleen Brenneman, Miss Joanne Fissell, Mrs. Mary Dortch, Mrs. Lois Francisco, Mrs. Helen D. Fuller, Mrs. Patricia Gardner, Mrs. Wynona Gillett, Mrs. Betty Girard, Mrs. Barbara Landwehrmeier, Mrs. Shirley Mohr, Mrs. Phyllis Quensel, Mrs. Bonnie Schlabach, Mrs. Betty Schoenborn, Mrs. Mildred Schneeberg, Miss Marjean Sieg, Miss Bette Soldwedel, Miss Genevieve Stang to student positions on a one-hundred-forty-hour per month basis.

16. Approval of salary adjustments as indicated for Miss Edna Erickson, Miss Mary DeMange, Miss Zola Arends, Mr. Arthur Dithen, Mr. Roy Farmer, Mr. John Fenton, Mr. J. E. Reeder, Mr. Fred Thommen, Mr. Charles Mercie.

17. Approval of Illinois State Normal University for the education of teachers of vocational agriculture based upon the findings and recommendation of the Illinois Board for Vocational Education and reaffirmation of the qualification of I. S. N. U. for such work.

Respectfully submitted,

R. W. FAIRCHILD

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING AT SPRINGFIELD, ILLINOIS SEPTEMBER 24, 1951

To the Members of the State Teachers College Board of Illinois:

The following report is submitted for the Western Illinois State College:

I. STUDENTS

A. Enrollment, First Summer Term 1951

	Men & Boys	Women & Girls	Total	Total One Year Ago
1. College				
a. On Campus				
Graduates	152	76	228	258
Seniors	79	131	210	207
Juniors	64	137	201	196
Sophomores	22	68	90	124
Freshmen	12	20	32	45
Total	329	432	761	830
b. Extension	8	79	87	35
2. Elementary				
Western Laboratory School	126	150	276	274
Rural Workshops	19	11	30	27
Total	145	161	306	301
Grand Total	482	672	1,154	1,166

B. Enrollment, Second Summer Term 1951

1. College				
Graduates	145	59	204	190
Seniors	61	87	148	126
Juniors	47	81	128	123
Sophomores	13	38	51	103
Freshmen	10	13	23	32
Total	276	278	554	574

C. Teachers College Scholarship List

1. I hereby certify to the Teachers College Board that the persons with the addresses given in each case, a list of whom was sent to the Co-ordinator on July 1, 1951 to be submitted to the State Auditor, attended the

Western Illinois State College during the First Summer Term 1951.

D. Graduates, June 1951

1. Master of Science in Education

Aldrich, Julian K.
Allen, William E.
Breeding, Grace R.
Dunmore, Virginia L.
Ernst, Harold J.
Finnerty, John J.
Foote, Lester
Ganzer, Ralph B.
Harding, Vilas E.
Horn, Henry W.
Huff, Francis W.
McCormick, Frank L.
Melvin, Troy R.
Mills, Richard H.
Novak, William R.
Pogue, Max R.
Rucks, Walter G.
Sockler, Harry F.
Wollman, Wilfred O.

In Absentia

Byrne, Herbert W.
Wisch, Paul J.

2. Bachelor of Science in Education

Anderson, Caroline Louise
Azbell, Kenneth Dean
Bard, Patricia Andrews
Barnhouse, Floyd L.
Beck, Charles B.
Boos, Howard Merlin
Booth, Joan L.
Brauer, David Donald
Brierly, Vincent Larue
Bronge, Nicholas F.
Brown, Alaine J.
Brown, Benjamin L.
Brown, Martha Arimintia
Brown, Robert Joseph
Browning, E. Dean
Brownlee, Barbara Jean
Bruce, Beverly
Bruner, Betty Jane
Butcher, Margaret Louise
Carr, Norman Richard
Carter, Joyce Lillian
Claycomb, Harold E.
Cooper, William Eugene
Cornwell, William Edmond
Craddock, Robert Lee
Crawford, Joan Burnett
Crowley, William T.
Daniels, Jesus Rios
Danner, Clarence, Jr.
Dark, Lila Ringhouse
DeHaven, Thomas Gilbert
Denison, Kenneth W.
Downey, Delores Mae
Eliason, Charles William
Farr, Conrad Landis
Ferris, Donald Richard
Fish, John Thomas
Franklin, Percival James
Fry, John Robert
Galloway, Robert Edward
German Gerald Francis
Griffith, William Kirk
Grohs, Glennavon Vesta
Hargis, Jerard Kent
Heithold, Dorothy C.
Helton, Ralph Eldon
Henry, Karl M.
Herndon, Mary Ellen

Bachelor of Science in Education (continued)

Hierman, Norma Helen
Hill, Maurice Franklin
Hoff, Ernest W.
Hovey, William Dale
Hyer, Naomi Weisenberger
Inkster, Lloyd Keith
James, Paul L.
Jingst, Nathan John
Johnson, Carroll A.
Johnson, Harriet Peggy-Ann
Johnson, Mary Lee
Johnson, Nathan Francis
Kirkpatrick, Margery Mae
Knake, Jack Ernest
Kramer, Russell D.
Laabs, Dorothy Mae
Lahr, James Kiel
Langheim, Francis A.
Lee, Betty E.
Lee, Robert Sidney
Liehr, Lois Eloise
Lierly, Dritha Joann
Limkeman, Kenneth John
Litterly, Forrest Russell
Long, Roland George
Machesney, Ardythe A.
Macklin, Leroy F.
Maguire, Randal
Manes, Harry E.
McCall, Dorothy Dee
McCandless, Russell A.
Meyer, Alice M.
Morrow, Robert Allen
Mungai, Aldo Herman
Myers, Grace Irene
Nelson, George Hartman
Nelson, Ruth Emily
Nelson, Theodore A.
Nordberg, Jay Warren
O'Leary, John Raymond
Olson, Hal Duane
Orwall, Kathryn Dolores
Osborn, Ruth Ann
Packard, David W.
Paulsen, Robert F.
Peak, Neva Warrington
Peecher, Ruth Ann
Platt, Alberta Jean
Power, Norma Jean
Ritterbush, Wanda Jean
Roe, Isaiah F.
Rose, Paul Haran
Ross, Herbert Leon
Roudebush, Doris Evelyn
Samuelson, Marjorie H.
Saxer, Shirley Mae
Schlegel, C. Wayne
Schmid, Albert F.
Scott, Bonnie Lee
Seals, Philbert Eugene
Seeds, Fred F.
Seiver, Everett R.
Shaver, John D.
Sheley, Martha Louisa
Shields, Paul Eugene
Shult, Donald Ernest
Skelton, Dolores J.
Smith, George Robert
Smith, Jack Conwell
Smith, Patricia Anne
Smith, Patricia Shafer
Smith, Wanda
Sperry, M. Elaine
Springer, Mary Emory
Stegall, Delores Mary
Stewart, Warren L.
Strong, Lois Mary
Stull, Frank J. R.
Sutton, Hurley
Terhune, Rosemary
Thomson, Ruth Alberta
Titchenal, Marjorie I.
Tucker, Mary Elnora
Tyler, Mary Ellis
Violette, Mary Louise
Voiles, William Lee
Vollmer, Agnes Marie
Walljasper, Paul J.
Walther, Mary Ann
Watts, William A.

Bachelor of Science in Education (continued)

Weaver, Russell Edison
White, John Lee
Whitmer, Duaine W.
Widmer, Merle Gene
Wilcox, Ellen A.
Williamson, Betty J.
Wilson, Selby Scott
Winding, Sally
Winer, Marvin M.
Yeast, Jefferson J.

In Absentia

Barnes, Beverly M.
Baum, Joan Esther
Beers, Walter H.
Churchill, Jack Leroy
Fowler, Dennis M.
Fritz, Robert E.
Grant, James Lee
Hulslander, Kenneth O.
Nelson, Robert Dale
Poffenberger, Donlee R.
Rehmus, Clara Eva
Reilly, Mary
Terhune, Francis Lee, Jr.
Wilson, Mary Louise

E. Graduates, July 1951

1. Master of Science in Education

Brooks, Rolland
Brown, Ray E.
Charnock, Richard W.
Collins, Raymond A.
Crocker, Brandt G.
Guidici, Richard
Hamm, Dale W.
Hampton, William R.
Hull, Leota E.
Leitze, Lewis C.
Loper, Mervin W.
Lowery, William Patterson
Money, James N
Wilson, Clarence E.

2. Bachelor of Science in Education

Aiken, Geneva
Banks, Nelda A.
Bedenbender, Anadel H.
Bender, Clarence Edward
Brew, Roger Hadley
Burnham, B. Rodger
Burrus, Anna Margaret
Christian, Robert E.
Clair, Wilma M.
Dunham, Pauline S.
Dunn, Tena H.
Evans, Dorothy J.
Fineran, Violet W.
Fleishman, Joseph B.
Francis, Elba Harold
Gammill, Ruth Wise
Gelvin, Lillian Veren
Hagberg, Esther A.
Johnson, Joseph Nelson
Landis, Jack L.
Marini, Angelo James
McMillen, Phoebe J.
Mentz, Robert Louis
Miller, Clarence M.
Mills, James B.
Noftz, Roberta R.
Pacioni, Rudy V.
Pagett, Grace Elizabeth
Raasch, Charles E.
Ralston, Mabel Irene

Bachelor of Science in Education (continued)

Rasmussen, Donald Nels
Reed, Laura Mildred
Robinson, Nell Windsor
Rood, Vesta Blaisdell
Sallee, Thomas G.
Schisler, Bessie Bernita
Standard, Ruth Ann
Stewart, Marilyn Ann
Stoops, Helen Kaeser
Weiden, Donald Conrad
Whitehead, Truman Jack
Whittaker, Vera K.

F. Graduates, August 1951

1. Master of Science in Education

A'Hearn, Clara C.
Amons, Leland L.
Atwood, Eldon R.
Bangert, Donald R.
Benson, Harley L.
Benson, Stephen G.
Blackman, Hazel D.
Conklin, Raymond C.
Crawford, George S.
Ekelof, John D.
Evans, Pauline
Gray, Kenneth E.
Hay, Verna Belle
Hodges, Herschel
Huddleston, Bertha
Johnson, Kermit K.
Juett, Ernest O.
Kachin, Roger R.
Kloster, Earle A.
Lemon, Edward L.
Lester, Ernest E.
Lewis, William F.
McCormick, William E.
McNay, Charles C.
Miller, Alice Woolever
Munzenmaier, Leona M.
Murphy, Paul C.
Musch, Floyd E.
Musatto, Harry F.
Neff, Edward G.
Nelson, Theodore A.
Peterson, Harry A.
Peterson, Gordon E.
Rankin, Mabel
Ransom, Nettie C.
Riggins, Harold
Rodeffer, John B.
Self, Robert T.
Six, Russell Edward, Sr.
Stevenson, Floyd E.
Thompson, J. Rex
Winkler, Bob Leon
Wood, Richard W.
Young, Earl F.
Zakoian, John

2. Bachelor of Science in Education

Bergholtz, Robert W.
Bertellotti, Reno Joseph
Boley, Martha Frances
Bordenave, Robert T.
Bricker, Robert Craig
Carlson, Marie G.
Carter, Leola Fern
Chrissinger, Fay E.
Cooper, Loura Milligan
Decker, Vivian Deverle
Dreesen, Glenn Edward
Fletcher, Melvin Eugene
Frowein, James Andrew
George, Orville H.
Greenup, John Edward
Ingmire, Loleeta Grace
Lathrop, John
Lingenfelter, Olo May

Bachelor of Science in Education (continued)

Maher, Alice G.	Redman, Eugene D.
Marshall, Dorothy M.	Rock, Beulah M.
McInerney, Mary Lou	Skaggs, Thomas William
McNeal, Charles E.	Smith, Roland E.
Miller, Ellard Oliver	Sparks, Harold Eugene
Miner, Bessie Lee	Stevens, Albert
Mixer, Norma	Stuart, Jacquelyn Jae
Peck, Lucille B.	Suehr, John H.
Perry, Winnie C.	Webb, Richard Wendell
Peterson, Lilah A. S.	Wilson, Ruth Elizabeth
Portlock, Jean Miller	Wynes, Wesley B.
Price, Wendell E.	Yates, William Clyde

G. Cost of operating the college for the year beginning July 1, 1950 and ending June 30, 1951, not counting permanent improvements, major repairs, or auxiliary enterprises:

1. Spent from State Funds $631,609.94
   Spent from Income Fund 309,200.57

2. Per Capita Cost

	Qr. Hr. Enrollments	Equivalent in 48 Qr. Hr. Enrollments
First Summer Term, 1950	7,024	146.3
Second Summer Term, 1950	4,492	93.6
Fall Quarter, 1950	24,108	502.2
Winter Quarter, 1950-51	22,444	467.6
Spring Quarter, 1951	19,190	399.8
Extension, 1950-51	3,480	72.5
Total	80,738	1,682.0

To State	$631,609.94÷1,682=$375.51
To Income Fund	$309,200.57÷1,682=$183.83
Total	$940,810.51÷1,682=$559.34

The foregoing is the plan of figuring the per capita cost agreed upon by the presidents and registrars of the five state teacher-education institutions on February 2, 1941.

II. FACULTY

A. Resignations

1. Dr. Cleo P. Casady, Assistant Professor in the Department of Business Education, submitted his resignation effective at the close of the second summer term, August 17, 1951.

B. Appointments

1. Mr. Mendel Lucatsky was employed effective September 1, 1951 to serve as music critic in the Laboratory School. His salary will be $420 per month, and he will have the rank of instructor. Mr. Lucatsky received the B.S. degree from the University of Minnesota and the M.A. from Brigham Young University. He has had twelve years experience in public school music teaching, the last three of which were in the Pocatello, Idaho, system.

2. Dr. Robert L. Thistlethwaite was employed s Assistant Professor in the Department of Business Education, beginning September 1, 1951, at $500 per month. He is filling the position created by the resignation of Dr. Cleo Casady. Dr. Thistlethwaite's degrees are: B.S., Central Missouri State Teachers College; M.A. and Ph.D., State University of Iowa. He has had teaching and administrative experience in several Iowa high schools and also has taught at Iowa State Teachers College and the State University of Iowa.

3. Dr. Paul W. Blackford was employed as Assistant Professor in the Department of English, beginning September 1, 1951, to replace Dr. Virginia Lowell. Dr. Blackford received the B.Ed. degree from Western and the M.A. and Ph.D. degrees from Northwestern University. He has taught at the Claremont and Brimfield high schools, Bradley University, Northwestern University, and Drury College. His salary will be $500 per month.

4. Mr. Charles E. Hammerlund was employed as Instructor in the Department of Social Science, effective September 1, 1951, at $400 per month. Mr. Hammerlund received

the Bachelor's and Master's degrees from Illinois State Normal University.

C. Emeritus Faculty

1. As recommended by the Board at the June meeting, Miss Mabel Corbin and Mr. George Gayler, retired faculty members who are paid under the old plan, were placed on our pay rolls for June, July and August which gives them $175 per month for twelve months per year rather than nine months as they were previously paid.

2. At the June Board meeting it was voted to pay Miss Fanny Jackson, who had served as head librarian at Western for thirty years, $46 per month from Personal Services to supplement the amount she received from the University Retirement System. We are very sorry to report that Miss Jackson passed away on June 29, 1951, and thus this amount was never paid her from General Revenue funds. Friends of Miss Jackson have asked me to express appreciation to the Board for their action even though she did not live long enough to be benefited by their generosity.

III. OTHER SCHOOL EMPLOYEES

A. Resignations

1. Mrs. Beverly Crowe, Clerk Typist I in the Business Office, resigned effective August 15

2. Miss Patricia Steck, Faculty Assistant in the Business Office, resigned effective August 15.

3. Miss Juanita Morrow, Account Clerk in the Business Office, resigned effective August 15.

B. Appointments

1. Miss Peggy Pennington was employed as Clerk Stenographer I, beginning July 9, 1951, at $160 per month. She will serve as secre-

tary to the principal of the Laboratory School, replacing Beatrice Sutton.

2. Mrs. Polly Newman was employed effective August 1, 1951 as Faculty Assistant to replace Patricia Steck. Her salary is $185 per month.

3. Miss Joyce Chipman was employed effective August 1, 1951 as Faculty Assistant to replace Mrs. Beverly Crowe. Miss Chipman's salary is $165 per month.

4. Mrs. Mary Phelps was employed beginning August 1, 1951 as Faculty Assistant at $185 per month. She replaced Juanita Morrow.

5. Mr. Lloyd R. Atwater was employed August 15, 1951 as Janitor I at $170 per month.

C. Adjustments in Salaries

1. Due to increases in the prevailing rates for plumbers and electricians the following salary adjustments were made effective July 1, 1951:

   a. Thomas V. Larson, Plumber, increased from $376 to $385 per month.

   b. Gervase R. DeHaven, Electrician, increased from $376 to $385 per month.

2. In our Board report for June 11, 1951 the salary for Mr. Ray Stookey, Maintenance Painter, was listed as $280 per month for the year beginning July 1, 1951. According to Senate Bill No. 621 each individual who was an employee in March 1951 should receive an increase of at least ten per cent. Mr. Stookey's salary the previous year was at the rate of $270 per month; therefore, his salary was increased to $297 per month effective July 1.

3. The salaries of the following individuals, as listed in the June 11 report, were below the minimums established for the various pay roll classifications by Senate Bill No. 621; therefore, their salaries were increased to the amounts indicated effective July 1:

a. Dolores Kator, College Registrar, $276 per month.

b. Clara Broyles, Cook I, $150 per month plus $10 maintenance.

c. Roberta D. Miller, Cook I, $150 per month plus $10 maintenance.

d. Nellie Mae Rhodes, Cook I, $150 per month plus $10 maintenance.

e. Carol Switzer, Cook I, $150 per month plus $10 maintenance.

D. Substitute Teachers

1. We request permission to add the following name to our approved list of substitute teachers:

John Mercer, B.S. and M.S., Western Illinois State College.

IV. ORGANIZATION

At the time of the March meeting of the Teachers College Board we were asked to submit requests to offer off-campus graduate work to the Teachers College Board's Graduate and General Curriculum Committee for approval before offering such work.

On June 14, we submitted requests to this committee to offer Education 521 at Quincy, Illinois, and at Rock Island, Illinois. Evidence of the facilities, need, demand, and type of course was given in some detail to the committee. We have their approval to give this work and are presenting our request to the Board as a whole for their reaction.

V. CURRICULUM

Western is one of the teachers colleges to be visited in 1951 by representatives of the American Association of Colleges for Teacher Education for a survey of the entire teacher-education program. Two representatives of A.A.C.T.E. will be on campus on December 6, 7 and 8 for this purpose. In preparation for this visitation we have appointed a committee -- consisting of the dean of the faculty, all depart-

ment heads, the dean of men, the dean of women, the director of training, the principal of the laboratory school, and the director of extension -- to make a self-evaluation of the institution relative to the various standards as embodied and approved by the A.A.C.T.E. Each department head, dean, or instructor will be asked to make a special study of his contribution to the entire institution and to teacher-education in general as part of this self-evaluation.

VI. BUILDINGS AND GROUNDS

A. Senate Bill No. 771, 67th General Assembly, appropriated $226,000 for the rehabilitation and maintenance of the physical plant and grounds at the Western Illinois State College. In addition to this amount the bill allocated $24,000 to the Division of Architecture and Engineering for architectural fees and services for such projects. We request permission of the Board to confer with members of the Division of Architecture and Engineering on the following projects:

1. Extension of the widening of the drive in front of the Administration Building west of the main entrance to the building in the same manner in which the part of this same drive, lying east of the main entrance to the Administration Building, was recently widened. We propose to have the Division of Architecture and Engineering negotiate for an extension of the present contract, which has been completed, on the basis of the same unit costs which were used for the work finished recently. Attached to this report you will find a blueprint of the area, showing the work recently completed and the proposed work, and unit cost data for this project.

2. Tuckpointing, waterproofing, and painting of the exteriors of the Administration Building and the Old Academy Building.

3. Remodeling of the present library, located in the Administration Building, by constructing an additional floor in order to give

more space. This project will include lighting, ventilating and heating. For those of you who are not familiar with our library, it is located in an old gymnasium which has a very high ceiling. There is ample space to put in this additional floor, which will give two complete floor levels in the library and provide greatly needed additional space.

B. During May and June 1951 the Division of Architecture and Engineering, our Agriculture Department staff, and our Industrial Arts Department staff drew up plans for a dairy barn for the college farm. These plans, in rough sketch, will be given to you at the Board meeting. This project and the plans were approved at that time by the Division of Architecture and Engineering, but due to lack of funds we did not carry out the construction of the barn. We would like approval to carry out this project, as funds in Contractual Services are available, after the actual cost is determined from bids obtained by the Division of Architecture and Engineering.

VII. AUXILIARY

A. Report of the Cafeteria for the year ending June 30, 1951:

Earned Income				
Sales				$42,785.64
Cost of Goods Sold				
Beginning Inventory, 7/1/50			1,258.47	
Purchases		25,607.46		
Adjustments for Accts. Payable:				
Accts. Payable 7/1/50	500.47			
Accts. Payable 6/30/51	1,093.48	593.01	26,200.47	
Goods Available for Sale			27,458.94	
Less: Ending Inventory 6/30/51			2,897.22	
Cost of Goods Sold				24,561.72
Gross Profit				18,223.92

Report of the Cafeteria (continued)

Expenses			
Personal Services			
Regular	5,400.00		
Student	8,975.75	14,375.75	
Contractual Services			
Exterminating Services	33.42		
Repair and Maintenance of Equipment	127.73		
Soft Water Service	113.43	274.58	
Commodities			
Household and Cleaning Supplies	466.42		
Ice	65.25	531.67	
Adjustment for Accts. Payable			
Accts. Payable 7/1/50	11.96		
Accts. Payable 6/30/51		(11.96)	
Total Expenses			15,170.04
Net Profit			3.053.88

B. Report of Caroline Grote Hall for the year ending June 30, 1951:

Earned Income	Dormitory	Dining Room	Total
Room and Board	$20,126.50	52,840.33	72,966.83
Adjustment for Overpayment			
Overpayment 7/1/50	538.00	1,292.00	1,830.00
Overpayment 6/30/51	540.00	1,309.00	1,849.00
	(2.00)	(17.00)	(19.00)
Adjusted Earned Income	20,124.50	52,823.33	72,947.83
Adjustment for Accts. Rec.			
Accts. Rec. 7/1/50	94.00	212.50	306.50
Accts. Rec. 6/30/51	176.50	374.00	550.50
	82.50	161.50	244.00
Total Earned Income	20,207.00	52,984.83	73,191.83
Cost of Goods Sold			
Beginning Inventory 7/1/50		1,610.54	1,610.54
Purchases		17,402.66	17,402.66

Report of Grote Hall (continued)

Cost of Goods Sold (continued)	Dormitory	Dining Room	Total
Adjustments for Accts. Payable			
Accts. Payable 7/1/50		255.93	255.93
Accts. Payable 6/30/51		1,546.83	1,546.83
		1,290.90	1,290.90
Adjusted Purchases		18,693.56	18,693.56
Goods Available for Sale		20,304.10	20,304.10
Less: Ending Inventory 6/30/51		3,271.52	3,271.52
Cost of Goods Sold		17,032.58	17,032.58
Gross Profit	20,207.00	35,952.25	56,159.25
Expenses			
Personal Services			
Regular	8,503.48	11,452.52	19,956.00
Student	5,076.05	12,350.50	17,426.55
	13,579.53	23,803.02	37,382.55
Contractual Services			
Exterminating Service	91.72	91.73	183.45
Repair and Maintenance of Furniture & Fixtures	389.53	15.00	404.53
	481.25	106.73	587.98
Commodities			
Household Supplies	1,147.63	828.96	1,976.59
Ice		22.25	22.25
Laundry Supplies	17.00	17.00	34.00
	1,164.63	868.21	2,032.84
Adjustment for Accts. Payable			
Accts. Payable 7/1/50		90.40	90.40
Accts. Payable 6/30/51	357.40	2.50	359.90
	357.40	(87.90)	269.50
Total Expenses	15,582.81	24,690.06	40,272.87
Net Profit	4,624.19	11,262.19	15,886.38

VIII. STUDENT LIFE

No report.

IX. MISCELLANEOUS

A. Plaque for Classroom Addition to Morgan Gymnasium

We desire approval of the Board to authorize the Division of Architecture and Engineering to order a bronze plaque for the classroom addition to Morgan gymnasium.

This plaque will be of the same design and material as the one placed in the Caroline Grote Hall addition. As this building was practically completed before July 1, 1951, the company which furnished the plaque for the hall, is willing to make another plaque at the same cost to us, using the same names, and they have the materials on hand from which to manufacture it.

Following is the form of the plaque which is desired and the color chart for same:

MORGAN GYMNASIUM		(Red)
ADDITION		
STATE OF ILLINOIS		(Yellow)
ADLAI E. STEVENSON, GOVERNOR		
THE TEACHERS COLLEGE BOARD		(Green)
NOBLE J. PUFFER, CHAIRMAN		(Yellow
VERNON L. NICKELL, SECRETARY		with
JACK AUSTIN	IRA M. MEANS	1st
JOSEPH F. BOHRER	WILLIAM C. REAVIS	letter
PRESTON BRADLEY	LESTER O. SCHRIVER	of each
RUSSELL L. GUIN	LEWIS M. WALKER	word
WILLIAM W. WIRTZ		green)
CHAS. GOIN LANPHIER, CO-ORDINATOR		
WESTERN ILLINOIS STATE COLLEGE		(Red)
FRANK A. BEU, PRESIDENT		(Green)
ADDITIONS ERECTED 1951		(Red)
BY THE		
DEPARTMENT OF PUBLIC WORKS & BUILDINGS		(Green)
CHARLES P. CASEY, DIRECTOR		(Yellow)
DIVISION OF ARCHITECTURE & ENGINEERING		(Green)
C. HERRICK HAMMOND, F. A. I. A., SUPERVISING ARCHITECT		(Yellow)

This plaque will be paid for out of our General Revenue - Contractual Services as the Division of Architecture and Engineering has advised that there are no funds

provided for this item in the amount appropriated for the construction of the building.

B. Pay Rolls

The faculty and nonacademic employees were acquainted with the pay roll situation, and an opportunity was given them to express themselves to either the business manager, Mr. Grigsby, or myself as to their preference for semi-monthly or monthly pay rolls. The replies indicate that 92% of all employees favor the semi-monthly pay roll system.

X. SUMMARY

The approval of the State Teachers College Board is requested for the following recommendations:

A. The list of Teachers College Scholarship students for the First Summer Term 1951.

B. The list of graduates for June 1951.

C. The list of graduates for July 1951.

D. The list of graduates for August 1951.

E. The resignation of Dr. Cleo P. Casady on August 17, 1951.

F. The appointment of Mr. Mendel Lucatsky as Instructor in the Department of Music, effective September 1, 1951, at $420 per month.

G. The appointment of Dr. Robert L. Thistlethwaite as Assistant Professor in the Department of Business Education, effective September 1, 1951, at $500 per month.

H. The appointment of Dr. Paul W. Blackford as Assistant Professor in the Department of English, effective September 1, 1951, at $500 per month.

I. The appointment of Mr. Charles E. Hammerlund as Instructor in the Department of Social Science, effective September 1, 1951, at $400 per month.

J. Payment of $175.00 per month during June, July

and August to Miss Mabel Corbin and Mr. George Gayler, emeritus faculty members who are paid under the old plan, as recommended at the June Board meeting.

K. The resignation of Mrs. Beverly Crowe, effective August 15, 1951.

L. The resignation of Miss Patricia Steck, effective August 15, 1951.

M. The resignation of Miss Juanita Morrow, effective August 15, 1951.

N. The appointment of Miss Peggy Pennington as Clerk Stenographer I, beginning July 9, 1951, at $160 per month.

O. The appointment of Mrs. Polly Newman as Faculty Assistant, effective August 1, 1951, at $185 per month.

P. The appointment of Miss Joyce Chipman as Faculty Assistant, effective August 1, 1951, at $165 per month.

Q. The appointment of Mrs. Mary Phelps as Faculty Assistant at $185 per month, effective August 1, 1951.

R. The employment of Mr. Lloyd R. Atwater as Janitor I at $170 per month, effective August 15, 1951.

S. Adjustments in salaries as indicated for Thomas V. Larson, Gervase R. DeHaven, Ray Stookey, Dolores Kator, Clara Broyles, Roberta D. Miller, Nellie Mae Rhodes, and Carol Switzer.

T. Addition of John Mercer to the list of substitute teachers.

U. Offering of a graduate course, Education 521, at Quincy and Rock Island, Illinois.

V. Extension of the widening of the drive in front of the Administration Building from funds provided by SB No. 771.

W. Pursue the question of the tuckpointing, waterproofing, and painting of the exteriors of the Administration Building and Old Academy Building from funds provided by SB No. 771.

X. Pursue the question of the remodeling of the present library in the Administration Building from funds provided by SB No. 771.

Y. Construction of a barn for the college farm from Contractual Services funds.

Z. Pursue the question of the purchase of a bronze plaque for the Classroom Addition to Morgan Gymnasium.

Respectfully submitted,

F. A. BEU, President

REPORT OF THE
NORTHERN ILLINOIS STATE TEACHERS COLLEGE
To be presented at the meeting of the Teachers College Board at Springfield
September 24, 1951

To the Chairman and Members of the Teachers College Board

Ladies and Gentlemen: I have the honor to submit the following report:

I. STUDENTS

1. Enrollment for the year 1950-1951 (36 weeks) counting no names twice:

	Men	Women	Total	Total one year ago
Post graduates	8	4	12	1
Seniors	213	161	374	335
Juniors	241	181	422	410
Sophomores	281	205	486	515
Freshmen	360	366	726	899
TOTAL COLLEGE	1103	917	2020	2160

2. Enrollment, Summer Session, 1951

	Men	Women	Total	Total one year ago
On-campus, undergraduate	293	365	658	850
On-campus, graduate	108	55	163	-
Workshops	1	117	118	152
Extension	2	94	96	133
TOTAL COLLEGE	404	631	1035	1135
Elementary Grades	101	37	138	122

3. Per capita cost of students in the college for the year beginning July 1, 1950 and ending June 30, 1951:*

		Equivalent to 36 weeks
Enrollment, summer session, 1950	850	188
Enrollment, Autumn Quarter, 1950	1865	622
Enrollment, Winter Quarter, 1950-51	1702	567
Enrollment, Spring Quarter, 1951	1533	511
Enrollment, Extension, 1950-1951	461	39
		1927

Total expenditures from appropriations made by the General Assembly, not including permanent improvements but including appropriations for repairs and equipment $1,213,307.63

Expenditures from the Teachers College Income Fund, not including the dormitories and not including permanent improvements, but including deficiency $155,420.19

Total cost of operating the college for one year, not including permanent improvements $1,368,727.82

Per capita cost based on 36 weeks . . . . . $1,368,727.82 - 1927 = $710.28

* This method of computation has been followed by the college for many years.

4. The students whose names are listed below completed the requirements for graduation at the close of the summer session, August 2, 1951.

Degree of Bachelor of Science in Education

Name	Curriculum	Address
Backus, Zola G.	Later Elementary	Harward
Bardoner, Carl E.	Industrial Arts	Waukegan
Beling, Grace, L.	Later Elementary	Rockford
Block, Sievert E.	Physical Education	Marengo
Bourkland, Barbara A.	Early Elementary	Chicago
Cannon, Walter R.	Later Elementary	Glencoe
Cepon, Mary D.	Later Elementary	North Chicago
Condie, John A.	Social Science	Rockford
Cordial, James	Social Science	Marseilles
Dalton, Dolores	Early Elementary	Mundelein
Davy, Della L.	Early Elementary	Aurora
Dawson, Kenneth H.	Later Elementary	Chicago
Dean, Richard	Physical Education	Chicago
Deaner, Elizabeth A.	Physical Education	Freeport
Deets, Doris	Early Elementary	Emerson
Demos, George D.	Speech	Chicago
Dimmick, Rose Ann	Later Elementary	Utica
Drain, Robert C.	Physical Education	Rochelle
Ecklund, Juanita	Early Elementary	Chicago
Erickson, Marilyn I.	Later Elementary	Aurora
Erickson, Mary O.	Fine Arts	Chicago
Ernst, Peter W.	Industrial Arts	Elmhurst
Feddeler, Caryle R.	Later Elementary	Blue Island
Ferrera, Salvatore W.	Physical Education	Chicago
Fischer, Eugene C.	Later Elementary	Mendota
Forte, Lita J.	Early Elementary	Chicago
Foster, J. Frederick	Fine Arts	DeKalb
French, Harriet I.	Early Elementary	Bradley
Gedgate, Virginia M.	Later Elementary	Mt. Carroll
Grotemeyer, Richard	Physical Education	Elgin
Hackbarth, D. Marilyn	Fine Arts	DeKalb
Hall, Marcia J.	Early Elementary	Munster, Indiana
Harding, Betty M.	Early Elementary	Aurora
Hardt, Robert P.	Later Elementary	DeKalb
Harris, Myrtle T.	Early Elementary	Pearl City
Heusner, Henry C.	Zoology	Frankfort
Hueber, Eleanor M.	Early Elementary	Genoa
Ilice, Ann G.	Home Economics	Chicago
Jeddeloh, Dorothy S.	Early Elementary	Lakeville, Indiana

TEACHERS COLLEGE BOARD

Name	Curriculum	Address
Johnson, Edna M.	Early Elementary	Capron
Kamitaki, Kiyoshi	Zoology	Kahului, Maui, Hawaii
Kazmierowski, Walter R.	Later Elementary	Chicago
Kleiner, William G.	Physical Education	Arlington Heights
Kooken, Geraldine F.	Music	DeKalb
Kral, Leonard W.	Industrial Arts	Oak Park
Lamb. Esther C.	Early Elementary	Rochelle
Landis, Mary L.	Early Elementary	Elburn
Lietzo, Donald C.	Zoology	Chicago
Lieving, Grace G.	Later Elementary	Genoa
Lofborn, Harriet A.	Early Elementary	Geneva
Lynch, Robert J.	English	Park Ridge
Lyons, Gloria F.	Early Elementary	Chicago
Mardula, Edward	Earth Science	Chicago
Martin, Leslie E.	Earth Science	Chicago
Martinson, Elvera H.	Early Elementary	Sycamore
Masters, Robert	Industrial Arts	Chicago
Meyerhofer, James F.	Industrial Arts	Lake Geneva, Wisconsin
Michelson, Gerard W.	Social Science	DeKalb
Nickel, Elry F.	Physical Education	Peotone
Olson, Beverly L.	Speech Correction	Chicago
O'Rourke, Charles J.	English	Chicago
Palm, Robert C.	Later Elementary	Green Bay, Wisconsin
Palmer, Richard D.	Industrial Arts	Marseilles
Paule, Rene	Zoology	Schiller Park
Raasch, Paul R.	Music	Sycamore
Reeb, Mimi M.	Early Elementary	Arlington Heights
Rich, Donald H.	Social Science	Sycamore
Salzman, John D.	Chemistry	Dixon
Samuelson, Esther E.	Later Elementary	Hampshire
Sciarini, Helen M.	Early Elementary	Marseilles
Scott, Jeanne M.	English	Sycamore
Shaheen, Leriece H.	Early Elementary	Streator
Slavin, Catherine M.	Early Elementary	Hebron
Smerz, Albert J.	Later Elementary	Chicago
Snyder, Vera M.	Early Elementary	Maple Park
Stengel, Luella M.	Early Elementary	Lanark
Tischler, Nancy A.	Early Elementary	Genoa
Truitt, Richard J.	Later Elementary	West Chicago
Vaughn, Helen L.	Home Economics	Berwyn
Viola, Sam M.	General Science	DeKalb
Wallin, Wayne R.	Physics	Rockford
Walsh, Robert	Physical Education	Chicago
Warner, Jacqueline F.	Early Elementary	Chicago
Wascher, Florence B.	Early Elementary	Belvidere
Watton, Harold K.	Fine Arts	Rockford

Name	Curriculum	Address
Wienke, Ethel	Early Elementary	Woodstock
Wolfram, Grace E.	Later Elementary	Belvidere
Wooters, Donald R.	Earth Science	DeKalb
Wurster, Edythe E.	Early Elementary	Elizabeth

II. FACULTY

1. Death

Dr. Donald Berger, head of the Department of Education, died on July 17 after a brief illness. His sudden death came as a distinct blow to the college and to the community. His advancement at the college was phenomenal, having moved from assistant professor to professor in a period of three and one-half years. At the meeting of the Board on June 11, Dr. Berger had been approved to serve as head of the department with the beginning of the summer session instead of September, as originally planned, due to the death of Mr. O. E. Peterson. Dr. Berger was tireless in committee and class work and is greatly missed by students and faculty alike.

At the present time a qualified head of the Department has not been obtained.

2. Resignations

a) Miss Rosalie Baker, librarian, effective September 1, 1951.

b) Mr. Norman Bretz and Mrs. Frances Bretz, resident director of Gilbert Hall and social director of Gilbert, respectively. Mr. Bretz was recalled to Navy duty and was unable to work at the college as originally planned and approved by the Board on June 11. At the present time we are unable to name their successors.

3. New Degree

Mr. Roderick Kohler, assistant professor, Department of Industrial Arts, has completed his work for the doctorate at the University of Missouri and will be awarded his degree formally at the next exercises for commencement,

probably in February.

4. Change of Status

Mr. Martin Reinemann, assistant professor, Department of Earth Science, to act as head of the department during the college year 1951-1952 while Mr. Loren T. Caldwell, acting head, is on leave of absence.

5. New Appointments

Dr. Eleanor Anglin, associate professor, McMurry Laboratory School, guidance counselor, replacing Mrs. Ida French who resigned. Dr. Anglin has her bachelor and master degrees from the University of Pennsylvania and her doctor's degree from Cornell University. She has had eight years' experience as an elementary school teacher and several years' experience in personnel work in industry. She began her duties in September at a salary of $4950 for nine months.

Dr. Martin H. Bartels, director of placement, associate professor. This is the position formerly handled by Mr. O. E. Peterson who died in March. Dr. Bartels has had five years' experience teaching science and mathematics in high schools and nine years' experience as superintendent of schools. He comes to us from a position on the administrative staff of the Cincinnati Public Schools where he served as research assistant and supervisor of curriculum development. Dr. Bartels began his duties August 15 at a salary of $6720 for twelve months.

Mr. Norman Biggs, faculty assistant, to help in the Biological Science Department to repair equipment and models, prepare teaching aids, museum specimens for use and exhibition. Mr. Biggs has a bachelor of science in education from Northern. His salary, to begin September 11, is to be $150 a month for one-half time work.

Dr. John E. Bower, assistant professor, Department of Physical Sciences. Dr. Bower has his bachelor's degree from Miami University, Oxford, Ohio, his master's and doctor's degrees from the University of Michigan. He has had

successful teaching experience in the schools of Ohio, taught air corps cadets, and comes to us from a position in the chemistry department at the University of Michigan. He began his duties in September at a salary of $4590 for nine months.

Dr. Cleo P. Casady, associate professor, Department of Business Education. Dr. Casady earned his bachelor's degree at the teachers college at Kirksville, Missouri, his master's and doctor's degrees at the University of Iowa. He has had teaching experience in high schools in Missouri, South Dakota, Iowa, University of Illinois, and comes to us from Western Illinois State College. Dr. Casady began his duties in September at a salary of $4950 for nine months.

Miss Shirley Dailey, instructor, Department of Physical Education for Women, replacing Miss Velma Reilly who is on leave of absence. Miss Dailey has her bachelor's degree from the Iowa State Teachers College and her master's degree from the State University of Iowa. She has had successful teaching experience in the elementary schools of Iowa and Illinois and comes to us from the State University of Iowa. Miss Dailey began her duties in September at a salary of $3825 for nine months.

Mrs. Ruth Frantz, instructor, health co-ordinator. Mrs. Frantz replaces Miss Marguerite Fish who resigned to be married. Mrs. Frantz has had experience in a number of capacities in Wisconsin, working with the school health program, serving as consultant to the official state wide program, the State Board of Health, and the State Department of Public Instruction. She comes to us from a position as director of health education in Wisconsin. Mrs. Frantz began her duties in September at a salary of $5060 for eleven months.

Miss Anne Golz, instructor, Department of Music, replacing Miss Vera Wiswall who retired. Miss Golz earned her bachelor's degree at Wilson College, Chambersburg, Pennsylvania, her master's degree at the Eastman School of Music, and has had additional work at the

Fontainebleau School of Music, France and at Peabody Conservatory, Baltimore. She has had successful teaching experience in the schools of Pennsylvania, University of Nebraska, Hollins College, Virginia, has taught privately, and served as counselor at the National Music Camp, Interlochen, Michigan. She comes to us from a position as a member of the North Carolina Symphony Orchestra. Miss Golz began her duties in September at a salary of $4005 for nine months.

Dr. Forest W. House, associate professor, Department of Business Education. Dr. House earned his bachelor's degree at Ohio University, Athens, his master's and doctor's degrees at Ohio State University, Columbus. He has had successful teaching experience in the high schools of Ohio and comes to us from Ohio State University. Dr. House began his duties in September at a salary of $4950 for nine months.

Miss Ila Karr, instructor, librarian, replacing Miss Rosalie Baker who resigned. She has her bachelor's degree from Illinois State Normal University and her master's degree from the library school at the University of Denver. She has had experience as teacher-librarian in the Bloomington, Illinois public schools, as critic teacher at Normal, and comes to us from a position as librarian at Millikin University. Miss Karr began her duties in September at a salary of $ 3600 for nine months.

Miss Lillian Langemo, instructor, librarian. Miss Langemo earned her bachelor's degree at the teachers college, Valley City, North Dakota and her bachelor of library science degree at the University of Denver. She has had successful library experience in the schools of Valley City, served as public school librarian at Moorhead, Minnesota and comes to us from a position at Moorhead State Teachers College. Miss Langemo began her duties in September at a salary of $ 3600 for nine months.

Dr. T. A. Ringness, associate professor, Department of Education, who will handle some

of the work formerly done by Dr. Donald Berger in teaching. Dr. Ringness earned his bachelor's degree at the teachers college at Stevens Point, Wisconsin, his master's and doctor's degrees at the University of Wisconsin. He has had successful teaching experience in the schools of Illinois, North Dakota, Wisconsin, and comes to us from a position at the University of Wisconsin. Dr. Ringness began his duties in September at a salary of $4950 for nine months.

Mrs. Sarah L. Seastrom, college nurse, faculty assistant, replacing Mrs. Mlot. Mrs. Seastrom has her nursing degree from the Evanston Hospital and has had experience in the DeKalb hospitals. She began her duties in September at a salary of $2250 for nine months.

Miss Betty M. Shand, college nurse, faculty assistant, replacing Miss Avella who resigned. Miss Shand has her nursing degree from the West Suburban Hospital, Oak Park, and has had experience in a number of Chicago hospitals, the Veterans Administration Hospital at Hines. She comes to us from a position at the West Suburban Hospital. Miss Shand began her duties in September at a salary of $3600 for twelve months.

Miss Elizabeth Van Horn, instructor, Department of Physical Education for Women, replacing Mrs. Wilkening who is on leave of absence. Miss Van Horn has her bachelor's degree from Miami University, Oxford, Ohio and her master's degree at Wellesley College, Massachusetts. She has had experience in various camps and at Miami University, coming to us from a position at New Trier Township High School, Winnetka, Illinois. Miss Van Horn began her duties in September at a salary of $3825 for nine months.

Mrs. Alda Weedman, instructor, assistant kindergarten teacher, McMurry Laboratory School, replacing Miss Coral Matthews who resigned. Mrs. Weedman has had successful teaching experience in the Marengo and DeKalb public schools and comes to us from a position with the DeKalb schools. She began her duties in

September at a salary of $4005 for nine months.

Mr. Milton West, faculty assistant, to help in the public relations department. Mr. West has been a student assistant in this department for two years and will now assume responsibility for general athletic publicity. His salary is to be $150 a month on a half time basis.

III. OTHER SCHOOL EMPLOYEES

New Appointments

Erwin C. Richards, maintenance work at $224 a month as of June 13, 1951

Katherine Erickson, clerk stenographer II at $215 a month, as of June 25, 1951

Arthur Friestead, janitor I at $185 a month, as of July 9, 1951

Marjorie Johnson, clerk stenographer II at $215 a month as of June 18, 1951

Change of Status

Clarence Jacox, carpenter, from $2.25 per hour to $2.37½ per hour as of June 1, 1951

Clarence Scott, carpenter, from $2.25 per hour to $2.37½ per hour as of June 1, 1951

Resignations

Bertha Lee, domestic, as of May 3, 1951

Mildred Kirschbaum, clerk stenographer II as of June 16, 1951

Barbara Mikez, clerk typist I as of June 30, 1951

Doris Shuck, clerk stenographer II as of June 30, 1951

Edward L. Cunan, food service supervisor, as of June 6, 1951

Pauline Harold, clerk stenographer II as of July 31, 1951

Mary Larson, clerk stenographer II as of July July 21, 1951

Jean W. McKarrall, clerk typist I as of July 20, 1951

Ilene Lundquist, clerk typist I as of July 15, 1951

Louise B. Clewell, clerk stenographer I as of August 31, 1951

Mary Lou Humphry, clerk stenographer II as of August 17, 1951

Glenna Schairer, clerk typist I as of August 31, 1951
Betty Jean Schou, clerk stenographer II as of August 31, 1951
Nona Lee Ware, clerk stenographer II as of August 31, 1951

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM

A. The Graduate School

The following faculty members are recommended as being qualified to teach graduate work.

1. Department of Biological Sciences

Dr. Norman Levardsen, assistant professor, botany. Dr. Levardsen earned his bachelor and master degrees at Cornell University and his doctor's degree at Michigan State College.

2. Department of Education

Dr. Martin H. Bartels, director of placement and associate professor in the Education Department. Dr. Bartels earned his bachelor's degree from Capital University, his master's and doctor's degrees from Ohio State University. By education and experience he is competent in the fields of secondary school curriculum and administration.

Dr. Dorothy McGeoch, associate professor in the Education Department. Dr. McGeoch earned her bachelor's degree at Westminster College, her master's degree at New York State College at Albany and her doctor's degree from Teachers College, Columbia University. Her major field is elementary education.

Dr. James W. Merritt, director of elementary student teaching and assistant professor in the Education Department. Dr. Merritt, who has been a member of our

staff for three years and has had many years of teaching experience in elementary schools, received his doctor's degree from the Graduate School of Education, Harvard University.

3. Physical Science Department

Dr. John Bower, assistant professor of chemistry. Dr. Bower earned his bachelor's degree at Miami University, Oxford, Ohio, his master's and doctor's degrees from the University of Michigan in the field of chemistry.

Dr. Carl J. Rigney, assistant professor of physics. Dr. Rigney earned his bachelor's degree from the University of Louisville, his master's and doctor's degrees from Northwestern University.

B. Educational Television

Since the board report of June 11, we have learned that the University of Illinois and Southern Illinois University are also applying for a television channel. We have learned that should a channel be assigned to the college, there is no implication that a station must be constructed immediately. It is the general opinion that a number of years can pass before operation of a station is necessary.

It is common knowledge that if colleges are not now assigned a channel, there will be little opportunity of one being assigned in the future, for commercial enterprises will have obtained all of them. We have nothing definite to report regarding the progress of our application.

VI. BUILDINGS AND GROUNDS

A. Gilbert Residence Hall

In letters sent to you this summer, progress or lack of progress was reported regarding the men's residence hall. As late as May 22 we have a written statement indicating that the residence would be completed September 1.

However, during the summer, the completion dates have been revised almost daily until now we are informed the entire residence will not be completed until March, 1952. However, we will be able to use part of the residence hall as follows:

First floor, south-approximately September 19 -- 120 men

First floor, south-approximately September 30 -- 126 men

These will be at double capacity in each room.

Approximately October 15, the basement floor, including the lounges and laundry room, should be completed.

B. Library

Progress is very slow on the Parson Library. The latest report is that it will be completed in May, 1952. This late date of completion, of course, has caused us a tremendous amount of difficulty so far as classroom housing and office space are concerned. As we have previously done, we are operating classes during the noon hour as though it were any other hour. The library is entirely under cover but the windows are not in and of course, essentially no interior work has been done.

Bids have been received to the extent of $ 3,195 from the American Bronze Company for the bronze plaques that were to be located in the library. To us, this amount seems exorbitant for six plaques, so we are presenting this statement to the Board without recommendation.

C. Administration Building

With the money made available through the 67th biennium, it is planned to repair and paint the Administration Building. Progress in this area has been held up because of numerous leaks in the roof that must be repaired first.

D. Industrial Arts

Tuck pointing and roof repairs in the Industrial Arts Building have been completed.

E. Senator Collins' Bridge Bill -- S.B. 568

This bill which called for a new bridge on Lucinda Avenue was vetoed by the Governor, the same as other bridge bills were vetoed.

F. Flag Poles

For a year and a half, the college has been without a flag pole, the one we had having been struck by lightning. It was necessary to remove it. We are greatly in need of a flag pole in front of the Administration Building and one for the athletic field. It is our understanding that bids will be available for the Board's action at this meeting.

G. Football Field

The last game of football played on our own field was in the autumn of 1948!! Since that time, the football field has been torn up and rebuilt. Throughout this time we have had difficulty in that the money that was available lost its buying power and so we were unable to complete the field during the 67th biennium. However, we now have money for the completion of the field which includes concrete work, black top, gravel, etc., (one-half of the road between the football field and men's residence is to be paid under self liquidating plan and one-half by general revenue) bleachers, and lights.

Since the autumn of 1949 all of our football games have been played at the high school field through the courtesy of the high school. Their field is not in good condition and may have been responsible for some of the rather serious injuries that occurred, particularly last year.

Since the DeKalb High School may be considered as the high school for Northern, it is our responsibility to co-operate with them, not only regarding athletic events, but other phases of education.

H. Boulevard Lighting

Although a contract has been let for new lighting on the campus, nothing has been done.

I. Lorado Taft Area

At the Board meeting of November 18-19, 1950, the following motion was made:

> "Mr. Wirtz moved that this Board request the Legislature to enact appropriate legislation to transfer the title of the Lorado Taft area from the State of Illinois for the Department of Public Works and Buildings to the State of Illinois for the Northern Illinois State Teachers College." Motion seconded by Mr. Bohrer and unanimously carried.

S.B. 466 -- Collins and Baker -- for the Taft area had an uneventful journey through the Legislature, having been passed by both houses without a dissenting vote. On August 7, Governor Stevenson signed the bill, officially turning over to the college 66.22 acres of what was the northern part of the Lowden Memorial State Park. Throughout the summer, a college class in the building trades was busy working on the Taft area. Working with them were a carpenter, a stone mason, and a plumber as well as several other students. As originally estimated by the state architect, reconstruction of the buildings and drilling of the well and the installation of a sewer would cost the state about $80,000. By using our own help, the four buildings that were put under cover cost approximately one-third of that estimated by the state architect.

It will be remembered that the Governor asked that no separate appropriation be made for the Taft area. He has understood that the money used in the Taft area this biennium must come from the Contingent Fund, this statement being made to him orally when we had a hearing with him regarding the Taft area and to the Board members at one of the Board meetings.

Major Educational Objectives

With this report is an insert (see two sheets attached) showing some major educational objectives that are as follows:

1. To use nature as a textbook and laboratory

2. To supply new and important experiences leading toward the improvement of instruction
3. To bring life and books together
4. Living democracy

It is our plan that this field campus be a "work clothes" field campus. We hope that the other state colleges will join us in this project.

"LORADO TAFT FIELD CAMPUS"

The Administrative Council has approved for Board consideration naming this area the LORADO TAFT FIELD CAMPUS. We have a letter on file from Mrs. Emily Taft Douglas giving us permission to use the name of her father in this manner.

We are asking that the Board consider this suggestion at this time and act upon it at the next meeting as required by board regulation.

VII. AUXILIARY ENTERPRISES

Teachers College Income Fund
April 1, 1951 -- June 30, 1951

RECEIPTS

Balance, April 1, 1951		$53,406.06
Barracks, rental	$9,384.68	9,384.68
		$62,790.74

EXPENDITURES

Personal Services	
Salaries	1,866.00
Contractual Services	
Repairs to furniture	160.00
Repairs to real property	210.58
Gas and electricity	5,630.30
Other utility services	100.18
Waste removal and cleaning services	437.02
Repairs not otherwise classified	165.00
Travel	
Travelling expense	131.25
Commodities	
Stationery, printing, office supplies	51.63
Motor and mechanical supplies	70.20

Commodities (continued)		
Parts and fittings not otherwise classified	12.36	
Structural and maintenance materials	145.19	
Medical, scientific, laboratory supplies	142.37	
Food supplies	7.84	
Wearing apparel	11.55	
Household, laundry, cleaning supplies	615.36	
Farm and garden supplies	101.59	
Commodities not otherwise classified	1,003.88	
Equipment		
Household equipment	289.33	
Scientific instruments and apparatus	12.44	
	11,167.04	
Previous expenditures	22,128.92	
		33,295.96
Balance - excess receipts over expenditures		29,494.78
Surplus from previous biennium		36,630.52
Actual balance		$66,125.30

Teachers College Board Bond Revenue Fund
Profit and Loss Statement
January 1 -- June 30, 1951

	Student Fees	Tea Room	Cafeteria	Total
Sales	3,765.00	33,883.25	43,537.08	81,185.33
Less cost of sales		18,902.01	21,497.52	40,399.53
	3,765.00	14,981.24	22,039.56	40,785.80
Less operating expenses				
Personal Services		11,833.42	11,564.27	
Contractual Services		1,397.10	1,437.17	
Other Commodities		1,063.14	854.34	
Office Expense		330.12	23.13	
		14,623.78	13,878.91	28,502.69
Less other expenses				
Interest expense				900.00
			Total expenses --	29,402.69
Total profit for period January 1 through June 30, 1951				11,383.11

	Williston Hall	Adams Hall	Total
Sales and Fees			
Food	48,967.35	30,232.39	79,199.74
Room	21,393.40	13,339.54	34,732.94
	70,360.75	43,571.93	113,932.68
Less operating expenses			
Personal Services	19,008.40	15,521.43	
Commodities other than food	2,625.16	2,017.16	
Contractual Services	3,083.62	1,816.08	
Office Expense	1,141.92	1,141.95	
Cost of sales	22,276.05	18,534.03	
	48,135.15	39,030.65	87,165.80
Less other expenses			
Amortization of bond issue			19,342.50
Bond interest			900.00
		Total expense --	107,408.30
NET PROFIT FOR PERIOD JANUARY 1 THROUGH JUNE 30, 1951			6,524.38

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS

Gift to Northern Illinois State Teachers College Foundation

The college Foundation has just received a valuable collection of Indian artifacts consisting chiefly of arrowheads although there are some Indian hatchets, scrapers, etc., included in the collection. The gift is a present from Miss Hattie Chesbro, a retired teacher in the DeKalb system and is given in the name of her brother, Sanford Tyler Chesbro who was a life long resident of DeKalb.

Mr. Chesbro and his friends collected these artifacts over a period of from forty to fifty years. Almost all of the collection, numbering about 3,000 pieces, were found in DeKalb County. It is extremely difficult to attach a monetary value to this collection because without a doubt it represents the only collection of its size that has been made for the county. Should it be lost, it could never be replaced. It is the plan of the

college to use these specimens, many of which are perfect, for display purposes and for study. Dr. J. Robert Hainds, secretary-treasurer of the Foundation, received this gift for the Foundation.

X. SUMMARY

Action is requested on the following:

1. Acceptance of the list of August graduates and the awarding of the degress of Bachelor of Science in Education.
2. Acceptance of the resignations of the faculty members as listed.
3. Approval of the appointment of Mr. Martin Reinemann as acting head of the Earth Science Department for the college year 1951-1952.
4. Approval of the appointments of the faculty members for the regular college year 1951-1952 at the salaries indicated.
5. Approval of the appointments of the employees as indicated.
6. Approval of the change of status for the employees as indicated.
7. Acceptance of the resignations of the employees as indicated.
8. Approval of the faculty members to teach in the Graduate School as indicated.
9. Consideration of the naming of the Taft area -- "The Lorado Taft Field Campus" as indicated.

Respectfully submitted,

LESLIE A. HOLMES
President

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Abraham Lincoln Hotel

Springfield, Illinois

September 24, 1951

The scheduled meeting of the Teachers College Board and the College Presidents convened at 9:00 A.M.

(D.S.T.) in Parlor J of the Abraham Lincoln Hotel, Springfield, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mr. Russell L. Guin
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. Lewis M. Walker

The following Board Member was absent:

Dr. Noble J. Puffer

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. Frank A. Beu, President
Dr. William E. Lipsey, Dean of the College
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the approval of the actions taken at the meeting of the Board on July 3, 1951.

Mr. Bohrer advised that some question had been raised regarding the actions taken by the Board at the July 3 meeting, so to eliminate any doubt regarding the Board's legal right to organize and take action, he submitted and moved the adoption of the following resolution:

Whereas, The Teachers College Board, at its meeting in Normal, Illinois, on July 3, 1951, elected officers and took certain other actions employing Richard G. Browne as "Executive Officer and Educational Co-ordinator" and C. G. Lanphier as "Financial Co-ordinator" and Rita Coleman as Clerk Stenographer II, and

Whereas, said meeting was held before Governor Stevenson had made appointments to membership on this Board which was created as a completely new entity by Act of the 67th General Assembly, and

Whereas, the validity of the actions taken at said meeting of July 3, 1951, has been questioned on the grounds that Governor Stevenson had not then made his appointments to membership on the newly created Teachers College Board.

NOW THEREFORE, in order to remove all doubt as to the legality of the said actions taken at said meeting on July 3, 1951, it is HEREBY RESOLVED:

That all actions taken at the meeting of the Teachers College Board at its meeting in Normal, Illinois, on July 3, 1951, are hereby ratified, approved and confirmed, and are hereby expressly adopted as the official actions of this Board.

The motion was seconded by Mr. Austin, and unanimously carried.

Chairman Wirtz then called for the approval of the minutes of the meeting of July 3, 1951.

Prior to a motion for the approval of the minutes Mr. Bohrer advised that there were several amendments to the minutes, the first being on Page 1, a new paragraph should be added following the third paragraph, said new paragraph to read as follows:

"Mrs. Harris nominated Mr. Chas. G. Lanphier as Secretary of the Teachers College

Board. The nomination was seconded by Mr. Guin. The vote was called for and Mr. Lanphier was unanimously elected."

The second amendment to the minutes appears on Page 3, the second paragraph should read as follows:

"Mrs. Harris moved that Mr. C. G. Lanphier be employed by the Board in the capacity of Financial Co-ordinator of the Board at a salary of $600.00 per month effective July 1, 1951."

Dr. Nickell moved the approval of the amendments to the minutes of the meeting of July 3, as above stated. The motion was seconded by Dr. Reavis, and unanimously carried.

Dr. Nickell then moved the approval of the minutes of July 3, 1951, as amended. The motion was seconded by Mr. Bohrer, and unanimously carried.

REMARKS BY CHAIRMAN WIRTZ

Chairman Wirtz spoke briefly about the operations of the new Board, and about the working relations between the Board, the Board office, and the schools in cooperation with other State agencies.

Chairman Wirtz called for approval of the nominations he had made for the various committees, said list of nominations having been previously submitted to all Board Members for review, and which are as follows:

Finance Committee

Mr. Walker, Chairman
Dr. Pois
Dr. Puffer
Dr. Reavis

Graduate and General Curriculum Committee

Dr. Nickell, Chairman
Dr. Reavis
Dr. Schriver

Salary Schedule and Personnel Committee

Mr. Bohrer, Chairman
Mr. Austin
Mrs. Harris
Mr. Walker

Building Committee

Dr. Puffer, Chairman	(Northern)
Mr. Austin	(Eastern)
Mr. Bohrer	(Normal)
Dr. Schriver	(Western)

Policy and Procedure Committee

Dr. Reavis, Chairman
Mr. Bohrer
Dr. Nickell

Board Meetings Committee

Mrs. Harris, Chairman
Mr. Austin
Dr. Schriver

Mr. Bohrer moved the approval of the committees as here listed. The motion was seconded by Mr. Guin, and unanimously carried.

Chairman Wirtz then requested nominations from the floor to serve as a representative of this Board on the University Retirement System.

Mr. Walker moved that Mr. Guin continue to represent the Teachers College Board on the University Retirement System until his successor has been appointed and duly qualified. The motion was seconded by Dr. Nickell, and unanimously carried.

Chairman Wirtz then called for nominations from the floor to serve as a representative of the Teachers College Board on the University Civil Service Commission.

Mr. Walker moved that Mr. Bohrer be appointed as a representative of this Board on the University Civil Service Commission. The motion was seconded by Dr. Nickell, and unanimously carried.

Chairman Wirtz next requested approval of the nominations he had made for the Advisory Committees at the four schools, said list of nominations also having been previously submitted to all Board Members for review, and which are as follows:

Illinois State Normal University

Mr. Bohrer, Chairman

Dr. Schriver
Mr. Walker

Eastern Illinois State College

Mr. Austin, Chairman
Dr. Pois
Mr. Walker

Western Illinois State College

Mrs. Harris, Chairman
Dr. Nickell
Dr. Schriver

Northern Illinois State Teachers College

Mr. Wirtz, Chairman
Dr. Puffer
Dr. Reavis

Mr. Bohrer moved that the Advisory Committees as here listed be approved. The motion was seconded by Mr. Austin, and unanimously carried.

REPORT OF CENTRAL OFFICE

Dr. Browne presented his report as Executive Officer of the Teachers College Board office, which included the personnel of the office, location of the office, equipment acquired; also suggestions regarding Board and general publicity, business procedures.

With specific reference to personnel, Dr. Browne recommended that the three clerk stenographers in the office be given an increase in salary.

After some discussion, Mr. Bohrer moved that beginning October 1, 1951, the following Board Office employees salaries be increased as follows:

Miss Rita R. Coleman	to	$285.00 per month
Miss Nell M. Gibson	to	$250.00 per month
Mrs. Martha H. Fletcher	to	$225.00 per month

The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Browne also made specific recommendations regarding Printing and Postage, continued services of the Division of Architecture and Engineering, the continuation of going through the Civil Service Commission and

Position Classification regarding personnel at the colleges, the matter of out-of-state travel, and purchasing procedures.

No definite Board action was taken on these recommendations.

BIDS -- SITE WORK AT I.S.N.U.

Chairman Wirtz advised that there were three bids received for the site work on the self-liquidating residence halls at Illinois State Normal University. Chairman Wirtz then handed the three bids to the Secretary to be opened.

The three firms who submitted bids together with the amount of their bids and a certified or cashier's check are as follows:

FIRM	BID	CHECK
Chism and Miller Construction Co.	$42,269.00	$1,500.00
J. A. Ross & Company	43,525.50	2,500,00
John Felmley Company	48,478.25	1,500.00

Chairman Wirtz then requested Mr. Walker and Mr. Hill, representing the firm of Chance S. Hill, who prepared the plans and specifications for this work, to analyze the bids received and make recommendations to the Board later during the meeting.

Mr. Walker and Mr. Hill reported that they had thoroughly examined the three bids received and were herewith recommending the acceptance of the proposal submitted by Chism & Miller Construction Co. with the following conditions:

1. A more definite stipulation of the time necessary to complete the work. This will depend to a certain extent upon the time necessary for the University to remove certain garages, house No. 504, existing shrubs, trees, fence around house No. 504 and upon cooperation of building contractors in removing construction buildings, materials, equipment, and debris from the site.

2. Contractor should begin work immediately after being awarded the contract.

3. Contractor should arrange his sub-contracted work in such a manner that it will not interfere with work now being done on the campus and will not delay

completion of this contract.

4. Contractor shall coordinate his work with other contract work on this building to the extent possible and with other work being done on the campus.

Mr. Walker moved that the bid of Chism and Miller Construction Co. in the amount of $42,269.00 be accepted as recommended by the Chance S. Hill Company in their letter of September 24, 1951, with the above stipulations, and that request is made of the Division of Architecture and Engineering to draw up the formal contract, but under no circumstances shall the contract exceed $42,269.00. The motion was seconded by Mr. Bohrer, and unanimously carried.

Mr. Walker moved that the Secretary of the Board be instructed to return the certified checks of the unsuccessful bidders. The motion was seconded by Mr. Bohrer, and unanimously carried.

BY-LAWS OF THE TEACHERS COLLEGE BOARD

At the July 3 meeting of the Board a committee, consisting of Mr. Bohrer, Chairman, Dr. Schriver, and Mr. Walker, was appointed to draw up suggestions for By-Laws and the operation of the Board.

Chairman Wirtz turned the meeting over to Mr. Bohrer for presentation of the suggested By-Laws.

It was the unanimous opinion of the Board that throughout the entire document setting forth the By-Laws of the Teachers College Board where reference is made to the "President" of the Board, that this should be changed to "Chairman" for the purpose of differentiating between the "President" of the Board and the "President" of a university or college.

There were a number of other changes in the By-Laws as presented, one specific one being the title for the Salary Schedule Committee. There were some members of the Board who felt that this committee should be called the Personnel Committee.

After considerable discussion Dr. Nickell moved that we designate the title of the committee in question to be the "Salary Schedule and Personnel Committee." The motion was seconded by Mr. Guin, and unanimously carried.

No other specific Board action was taken regarding the By-Laws at this time.

REPORT FROM FINANCIAL CO-ORDINATOR

Mr. Lanphier gave a breakdown by quarters of the appropriation made to the Teachers College Board.

Mr. Lanphier reported that two requests had been directed to Governor Stevenson for the release of funds out of Senate Bill 771 for Northern and Eastern. The two projects to be covered by these releases had previously been approved by the Board, but due to the fact that these projects could not be completed and paid for before September 30, 1951, the money was lapsed, thereby making it necessary to request the release of funds out of the appropriations made for the modernization and rehabilitation of existing buildings by the 67th General Assembly.

Mr. Lanphier next reported that a request had been made of Governor Stevenson for the release of $ 30,000.00 out of Senate Bill 771 for a new roof, gutter repairs, etc., on Williston Hall at Northern. This is a new project which the Division of Architecture and Engineering say is a "must," and therefore approval of the request is hereby recommended.

The proposal for the above work submitted by the Wolfes-Jensen & Co. in the total amount of $ 34,985.00 has been recommended for acceptance by the Division of Architecture and Engineering. The balance of $ 4,985.00 will be assumed by Northern out of General Revenue -- Contractual Services.

Dr. Schriver moved that the recommended low bid of Wolfes-Jensen & Co. in the amount of $ 34,985.00 be approved. The motion was seconded by Mr. Walker, and unanimously carried.

Dr. Schriver moved that we approve the request made for the release of $ 30,000.00 out of Senate Bill 771 for a new roof, gutter repairs, etc., on Williston Hall at Northern. The motion was seconded by Mr. Walker, and unanimously carried.

Mr. Lanphier reported on the bronze plaques for Northern and Eastern. It was the consensus of opinion, following Mr. Lanphier's report on the cost of said plaques, that the Presidents and Mr. Lanphier confer further with the Division of Architecture and Engineering and work out a new idea for plaques that will be much less expensive, and report their findings to the Board at the next meeting.

While on the subject of permanent improvements,

Dr. Pois moved that the lists of projects previously approved by the Board be reapproved with the proviso that the effectuation of those projects be consistent with the internal budget of the respective college. The motion was seconded by Mr. Guin, and unanimously carried.

Mr. Lanphier next reported on a bid accepted some time ago from Marshall Field & Co. for bedspreads for the self-liquidating residence halls at Illinois State Normal University. At the time the bid was accepted the bid was questioned inasmuch as it was so low, and a telephone call was placed to Marshall Field & Co. and they advised that they would stand behind their bid.

It now appears that Marshall Field & Co. admit their bid was in error and request that consideration be given to paying them just what the bedspreads cost them.

After some discussion Mr. Austin moved that action on this matter be tabled until Director Pois has had opportunity to confer with some of the officials of Marshall Field & Co. inasmuch as it is possible that they, the officials, are not aware of this request. The motion was seconded by Dr. Schriver, and unanimously carried.

REPORT OF EASTERN ILLINOIS STATE COLLEGE

Dr. Buzzard presented his President's Report.

Since there was nothing controversial about the President's Report, Dr. Schriver moved that the report be approved as submitted. The motion was seconded by Dr. Pois, and unanimously carried.

Dr. Buzzard also submitted an Appendix in which he requested permission to enter into contract for services, equipment, and commodities.

With reference to the Appendix submitted, Mr. Austin moved that inasmuch as the Advisory Committee had not previously seen nor approved this report, that it be referred to the Advisory Committee, with the exception of items C, D, E, and F, which are hereby approved, for their consideration. The motion was seconded by Mr. Guin, and unanimously carried.

Dr. Schriver moved that Contractual Services for utilities services for all the schools be approved as they become payable. The motion was seconded by Dr. Pois, and unanimously carried.

REPORT OF ILLINOIS STATE NORMAL UNIVERSITY

Dr. Fairchild presented his President's Report with the request that the following corrections or additions be made:

On Page 15, Item 6., following the last name here given should be added the name of "Miss Eunice Blackburn -- $410.00 per month;"

On Page 18, Item 4., the salary for Mrs. Martha H. Fletcher should read "$200.00 per month, or $2400.00" instead of "$225.00 per month, or $2700.00;"

On Page 26, Item 8., following the name of Mrs. Lucile Holmes should be added the name of "Miss Eunice Blackburn;"

On Page 27, Item 17., the name of the Board should be "Illinois Board for Vocational Education," instead of "Illinois Board for Vocational Agriculture."

Mr. Walker moved that the report of Illinois State Normal University be approved as corrected. The motion was seconded by Dr. Reavis, and unanimously carried.

REPORT OF WESTERN ILLINOIS STATE COLLEGE

Dr. Beu presented his President's Report with the request that the following corrections and additions be made:

On Page 15, the names for the plaque for the Morgan Gymnasium should read as follows:

MORGAN GYMNASIUM
ADDITION

STATE OF ILLINOIS
ADLAI E. STEVENSON, GOVERNOR

THE TEACHERS COLLEGE BOARD
NOBLE J. PUFFER, CHAIRMAN
VERNON L. NICKELL, SECRETARY

JACK AUSTIN	IRA M. MEANS
JOSEPH F. BOHRER	WILLIAM C. REAVIS
PRESTON BRADLEY	LESTER O. SCHRIVER
RUSSELL L. GUIN	LEWIS M. WALKER

WILLIAM W. WIRTZ
CHAS. GOIN LANPHIER, CO-ORDINATOR

WESTERN ILLINOIS STATE COLLEGE
FRANK A. BEU, PRESIDENT

ADDITION ERECTED 1951
BY THE
DEPARTMENT OF PUBLIC WORKS & BUILDINGS
CHARLES P. CASEY, DIRECTOR
DIVISION OF ARCHITECTURE & ENGINEERING
C. HERRICK HAMMOND, F. A. I. A., SUPERVISING ARCHITECT

On Page 17, Items W., X., and Z., prefixing each item the following words should be added: "Pursue the question of the . . "

There being no further corrections or additions to the report, Dr. Reavis moved that the report of Western Illinois State College be approved as amended. The motion was seconded by Mr. Austin, and unanimously carried.

REPORT OF NORTHERN ILLINOIS STATE TEACHERS COLLEGE

Dr. Holmes presented his President's Report with the request that the following correction be made:

On Page 4, Item 5, and extending on Page 5, the salary of Dr. John E. Bower should read "$4590" instead of "$4950."

Since there was nothing controversial about the report, Dr. Reavis moved that the report of Northern Illinois State Teachers College be approved as corrected. The motion was seconded by Dr. Schriver, and unanimously carried.

MISCELLANEOUS REPORTS

Mr. Bohrer advised that the Advisory Committee for Illinois State Normal University had approved a list of items of equipment for the self-liquidating residence halls totaling $9,995.37, as itemized in communication dated September 22, 1951, and now moved the approval of the action taken by the Advisory Committee. The motion was seconded by Dr. Reavis, and unanimously carried.

Mr. Bohrer also advised that due to an error in architects plans a number of construction extras became apparent for the self-liquidating residence halls at Illinois State Normal University, and was herewith recommending the approval of the following list of construction extras:

Overtime for Electricians	$ 350.00
Roughing in for drinking fountain in kitchen	143.88
Providing lavatory in Room 37	568.00
Individual cock on radiators in stairwell	84.30
	$ 1,146.18

The motion was seconded by Mr. Austin, and unanimously carried.

Mr. Bohrer advised that the following miscellaneous equipment and furnishing were needed for the self-liquidating residence halls at Illinois State Normal University, and was herewith moving the approval of same:

Draperies:	
9 - Hall	$ 405.50
2 - Dining Room Doorway	150.00
2 - Office	99.00
2 - Lounges, change to transverse rods	486.00
	$ 1,140.50
Typewriters, cleaning equipment clocks, miscellaneous kitchen supplies -- estimated	2,500.00
	$ 3,640.50

The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Fairchild advised that lightning had struck Cook Hall damaging some of the radio equipment, and he now requests authorization to purchase equipment from radio station WJBC in Bloomington in the amount of $ 1,395.00 and radio equipment from the Gates Radio Company at Quincy in the amount of $ 454.00, to be paid for out of their regular appropriation for equipment.

Mr. Walker moved the approval of the expenditure of the total amount of $ 1,849.00 for radio equipment. The motion was seconded by Dr. Reavis, and unanimously carried.

Mr. Bohrer advised that to clear the site for the

landscaping around the self-liquidating residence halls it was necessary to move a dwelling. In view of this Mr. Bohrer moved that the authorities at Illinois State Normal University be authorized to expend up to $ 3,000.00 for the purpose of moving the dwelling west of the self-liquidating residence halls and otherwise clear the site so that the landscaping work may proceed. The motion was seconded by Mr. Guin, and unanimously carried.

Mr. Bohrer advised that for safety purposes it was necessary to install concrete footings under the permanent bleachers and was herewith moving acceptance of the bid of West Construction Company in the amount of $ 2,900.00 for the installation of concrete footings under the permanent bleachers on the football field at Illinois State Normal University at Normal, Illinois. The motion was seconded by Mr. Walker, and unanimously carried.

Dr. Fairchild presented the following list of projects, totaling $ 113,173.14, on which he requested Board approval:

General Work to Include Floors and Incidental Work -- Bus Garage and Carpenter Shop -- West Brothers Construction Co., 1208 S. Bunn St., Bloomington, Illinois . . . . . $ 4,861.40

Development and Improvement of Campus Site -- Mall and Broadwalk -- Chism and Miller Construction Co., Box 1338, Springfield, Illinois 50,595.30

Development of General Site for Special Education Building -- J. A. Ross Co., 4807 Fullerton Ave., Chicago, Illinois 51,980.70

Erection of Bleachers -- West Brothers Construction Co., 1208 S. Bunn St., Bloomington, Illinois . . . 2,679.24

Painting Interior of Five (5) Mens Dormitories -- Cardinal Court -- Wm. R. Drake, 312 E. Locust St., Bloomington, Illinois 1,206.50

Electric Scoreboard for Football Field -- M. D. Brown Company, Lake St., Niles, Michigan 1,850.00

Mr. Bohrer moved the approval of the above projects. The motion was seconded by Dr. Schriver, and unanimously carried.

Dr. Holmes advised that a robbery had taken place in the Cafeteria at Northern, and the safe containing about $ 1,200.00 was removed and as of this date has not been found yet.

Dr. Holmes next advised that a recommendation had been received from the Division of Architecture and Engineering for an amount of $ 58,839.00, the low bid for lighting of football field, which the authorities at Northern consider too expensive and therefore do not recommend it.

In view of Dr. Holmes' report Mr. Austin moved that all bids for the lighting of the football field at Northern be rejected. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Holmes reported that bids had been taken for bleachers, and the low bid received, which he recommends be accepted, is in the amount of $ 18,800.00 delivered with the I. P. Reager Co. of Chicago, Illinois.

Following much discussion, particularly with reference to the installation of the bleachers, Mr. Walker moved the acceptance of the proposal of the I. P. Reager Co. in the amount of $ 18,800.00, and further that the matter of installation be left to the discretion of the Advisory Committee with power to act. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Holmes requested permission to acquire two flagpoles inasmuch as they are without a flag on the campus and they are being criticized for not having one.

Following much discussion Dr. Schriver moved that Northern obtain competitive bids on flagpoles and that the Advisory Committee be empowered to accept the low bid and report their decision to the Board at the next meeting. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Holmes requested permission to obtain technical advice in writing specifications for furniture for the Library.

Following considerable discussion Mr. Bohrer moved that we authorize the expenditure up to $ 500.00 by Northern for the purpose of obtaining technical help in connection with the writing of specifications for the library furnishings. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Holmes requested permission to have someone come in from outside and talk to the Board about the Lorado Taft project. Dr. Holmes stated that he feels that an area of this sort is going to gain in popularity,

in fact a number of other states have already undertaken similar projects.

Mr. Walker moved the approval of the above request. The motion was seconded by Mr. Austin, and unanimously carried.

Mrs. Harris, Chairman of the Board Meetings' Committee, advised and was herewith submitting for approval the following list of dates and places of forthcoming Board meetings:

October 15, 1951	Charleston, Illinois
November 19, 1951	Macomb, Illinois
December 17, 1951	Springfield, Illinois
January 28, 1952	Chicago, Illinois
February 18, 1952	Normal, Illinois
March 17, 1952	Springfield, Illinois
April 21, 1952	Peoria, Illinois
May 19, 1952	DeKalb, Illinois
June 16, 1952	Charleston, Illinois
July 21, 1952	Springfield, Illinois
September 15, 1952	Springfield, Illinois

Dr. Schriver moved that we approve the report of the Board Meetings' Committee. The motion was seconded by Mr. Walker, and unanimously carried.

Dr. Fairchild, in this report, made mention of the Agriculture situation at Illinois State Normal University, and to strengthen their cause requested that the Board reaffirm their position regarding this matter.

Following some discussion Mr. Bohrer moved the adoption of the following resolution:

WHEREAS The Teachers College Board, at a regular meeting on April 27, 1950, requested favorable consideration by the Illinois Board of Vocational Education of the approval of Illinois State Normal University for inclusion as an approved teacher training school for teachers of vocational agriculture, and

WHEREAS, the Illinois Board for Vocational Education, at a regular meeting on April 28, 1950, took such favorable action as requested and transmitted this action to the Office of Education at Washington, D.C., and

WHEREAS the Office of Education failed to approve the request of the Illinois Board for Vocational Education, which failure of approval resulted in the re-

affirmation by the Illinois Board for Vocational Education by unanimous vote on July 27, 1951, of their previous action; therefore

BE IT RESOLVED that the Teachers College Board again expresses approval of this latest action of reaffirmation by the State Board for Vocational Education and that the Office of Education, Washington, D.C., be notified of this resolution.

The motion was seconded by Dr. Schriver, and unanimously carried.

Mr. Bohrer advised that a communication had been received by him concerning the insurance for the self-liquidating projects at I.S.N.U. from the Capen Insurance Agency under date of September 18, 1951, which letter he is handing to the Secretary to be placed on file, and the following statement summarizes the insurance that is now in effect:

1. Fire and extended coverage on the new Dormitories-- $900,000.00
2. Contents on the new Dormitories -- $50,000.00
3. Fire and extended coverage on Fell Hall -- $600,00.00
4. Contents on Fell Hall -- $100,000.00
5. Use and Occupancy insurance on new Dormitories -- $77,000.00
6. Use and Occupancy insurance on Fell Hall-- $35,000.00

It was brought to the Chairman's attention that no approval had been given on the minutes of the meeting of June 11, 1951.

Mr. Bohrer moved that the minutes of the meeting of June 11, 1951, be approved as submitted. The motion was seconded by Dr. Schriver, and unanimously carried.

The matter of paying salaries semi-monthly was brought up, and advice was given that a meeting had been held between representatives of the Auditor's office and representatives of the Teachers College Board office with the idea in mind to work out some arrangement for the teachers colleges to be paid semi-monthly, as is now the practice in practically all State agencies.

After some discussion Dr. Schriver moved that beginning October 1, 1951, the employees of the teachers colleges be paid semi-monthly. The motion was seconded by Dr. Reavis, and unanimously carried.

Mr. Guin moved that the meeting be adjourned until

the next regularly scheduled meeting on October 15, 1951, at Eastern Illinois State College, Charleston, Illinois. The motion was seconded by Dr. Schriver, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Eastern Illinois State College

Charleston, Illinois

October 15, 1951

The scheduled meeting of the Teachers College Board and the College Presidents convened at 9:00 A.M. in the Board Room of the Mary Josephine Booth Library on the campus of Eastern Illinois State College, Charleston, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Noble J. Puffer
Dr. William C. Reavis
Mr. Lewis M. Walker

The following Board Members were absent:

Mr. Russell L. Guin
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Lester O. Schriver

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. William E. Lipsey, Dean
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

Chairman Wirtz welcomed Mr. Puffer as a member of the Teachers College Board and expressed the feeling that this re-association was sure to be a happy one.

The first matter of business before the Board was the approval of the minutes of the meeting of September 24, 1951.

Prior to a motion for approval, Mr. Bohrer advised that for the sake of clarification paragraph 3 on page 6 should read as follows:

> "Miss Rita R. Coleman to $285.00 per month
> Miss Nell M. Gibson to $250.00 per month
> Mrs. Martha H. Fletcher to $225.00 per month."

Also on page 14, following the third paragraph, another paragraph should be included to read as follows:

> "Mr. Bohrer advised that for safety purposes it was necessary to install concrete footings under the permanent bleachers and was herewith moving acceptance of the bid of West Construction Company in the amount of $2,900.00 for the installation of concrete footings under the permanent bleachers on the football field at Illinois State Normal University at Normal, Illinois. The motion was seconded by Mr. Walker, and unanimously carried."

On Page 17, following the word "him" in the second line of the last paragraph, the following words should be

inserted: " . . concerning the self-liquidating project insurance at Illinois State Normal University . . "

There being no further corrections or additions to the minutes, Mr. Bohrer moved that the minutes be approved as amended. The motion was seconded by Mr. Austin, and unanimously carried.

UNFINISHED BUSINESS

Further consideration of the By-Laws of The Teachers College Board was given and still more amendments were made. Following much discussion Mr. Bohrer moved that the By-Laws be mimeographed in accordance with the suggested changes which we have made, and that then a copy of the new By-Laws as amended be sent to each Board Member and each President of the institutions under the supervision of the Teachers College Board for consideration prior to final action thereon at the next meeting. The motion was seconded by Mr. Puffer, and unanimously carried.

The next unfinished business before the Board was the matter of business procedures.

Dr. Browne advised that at a meeting with the Business Managers and Mr. Lanphier the following business procedures had been agreed upon, at least for the present:

1. Quarterly allotments will be submitted.
2. Purchase orders will be filed with the Central Office and submitted to Central Accounting so that encumbrances can be computed and included in their monthly reports.
3. Vouchers will be submitted in the customary manner on the regular state invoice-voucher form.
4. Payrolls will not be mailed to the Central Office until the close of the payroll period.
5. Out-of-state travel will be requested by the Presidents of the colleges in letters to the Chairman, care of the Secretary, with two copies being sent in.
6. Internal budgets will be prepared using the general form suggested. When ready, these will be submitted to the Central Office. Ultimately, they will be presented to the Board for its approval.
7. Monthly meetings of the business managers and the financial co-ordinator will be held for the clarifica-

tion and improvement of procedures, for the exchange of information on purchases, and for other forms of coordination.

8. Board approval prior to the expenditure of funds or the incurring of obligations shall be obtained in these cases:

   a. Purchases amounting to more than $2,500, except for utility services, food for dining halls, library books, texts, and other commodities and service agreements which are of a non-competitive nature; provided, that in an emergency requiring immediate action, the Advisory Committee of the College may act and report to the next Board meeting on purchases not in excess of $15,000.

   b. Projects costing more than $2,500 to be paid out of operating appropriations.

   c. All projects to be paid from the appropriation for permanent improvements.

Following much discussion Mr. Walker moved that the amount in items a. and b. above should be "$1,000" instead of "$2,500." The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Nay
Mr. Guin	Absent
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Absent
Mr. Puffer	Yea
Dr. Reavis	Nay
Mr. Schriver	Absent
Mr. Walker	Yea
Mr. Wirtz	Nay

The motion was carried by a vote of four to three, and the amount is hereby changed to read "$1,000."

The procedure to be followed in the cases of items a., b., and c., is as follows:

1. President of college approves a purchase or project.

2. Business Manager obtains rough estimate of cost.

3. Consideration by Advisory Committee of college.

4. Written request to Board for approval. (Generally

submitted to the Financial Co-ordinator ten days before the Board meets).

5. On construction and repair projects, the specifications prepared by (a) Division of Architecture and Engineering, (b) an associate architect or expert as approved by the Board, (c) the staff of the college itself. Plans and specifications must have Board approval before advertising for bids.

6. Bids to be secured by the agency which prepared the specifications. For purchases, the business manager must solicit bids from three or more suppliers. He will also use the facilities of the University of Illinois and the Division of Purchases and Supplies whenever it is beneficial to do so.

7. College authorities recommend acceptance of one bid or rejection of all.

8. Board action accepting a bid or rejecting all bids.

Dr. Reavis moved that the Board approve the plan of business procedures as submitted by Dr. Browne. The motion was seconded by Mr. Austin, and unanimously carried.

REPORT OF EDUCATIONAL CO-ORDINATOR

The business procedures above given and approved by the Board was the first matter covered in Dr. Browne's report.

Dr. Browne reported on the number of out-of-state travel requests that had been granted by the Governor during the fiscal year July 1, 1950, to June 30, 1951, at the four colleges under the supervision of the Teachers College Board.

He also presented two tables; one showing a breakdown by schools of the number of trips taken, number of faculty taking trips, costliest trip, etc., and the other showing the expenditures for out-of-state travel as compared with the total travel expenditures.

Dr. Browne recommended that the respective Presidents, when they believe an out-of-state trip to be of substantial benefit to the school, request the Chairman of the Board to approve such trip. Such requests should be submitted to the Central Office, by letter with carbon copy attached, not later than 30 days prior to the beginning of the trip.

Dr. Browne next reported on the reimbursement of travel expenses of Board members, citing some of the specific charges that will be approved. However, it is intended that Board members shall be reimbursed for all expenses incurred by them in connection with their participation on the Teachers College Board.

Dr. Browne next reported on the tenure of college presidents, and cited several interpretations that had been made by various groups as to whether or not a president, or anyone in an administrative post, has tenure. It was definitely the consensus of opinion and written into the By-Laws of the Board that: "The presidents of the four institutions shall be elected to hold office on indefinite tenure according to established academic practice." This would mean that before a president of an institution is removed from office, he would be informed as to the reason or reasons for his removal, and would be entitled to be heard in his own defense, with advisers of his own choosing, and such other rights as would insure a fair procedure.

Dr. Browne also reported that studies were being made regarding the cost per student, use of automobiles and buses, Board policies approved from 1937-51, and internal budgets.

REPORT OF FINANCIAL CO-ORDINATOR

Mr. Lanphier reported that at a recent meeting of the business managers with Dr. Browne and himself each business manager advised that his school intended to set up a revolving fund of $ 10,000.00, and that to operate, the Board must designate a person responsible for the handling of the funds, and approve a depository for the funds.

Mr. Lanphier recommended that the responsible persons and the depositories be as follows:

Mr. Preston M. Ensign, Business Manager
Normal State Bank, Normal, Illinois
Illinois State Normal University

Mr. Raymond R. Gregg, Business Manager
Charleston National Bank, Charleston, Illinois
Eastern Illinois State College

Mr. J. M. Grigsby, Business Manager
Citizens National Bank, Macomb, Illinois
Western Illinois State College

Mr. Emil A. Anderson, Business Manager
First National Bank of DeKalb, Illinois
Northern Illinois State Teachers College

Mr. Austin moved that the responsible persons and the depositories for the funds in the revolving fund, as recommended by Mr. Lanphier, be approved as prelisted. The motion was seconded by Mr. Puffer, and unanimously carried.

Mr. Lanphier next reported that at this time he was unable to give a report on the general bond coverage and general coverage on theft on which he was authorized to investigate at the last meeting of the Board.

At the last meeting of the Board Mr. Lanphier advised that a number of requests had been made of Governor Stevenson for the release of funds out of Senate Bills 770 and 771, and was now pleased to report that the Governor had officially approved of all of these releases with the exception of one. However, unofficial advice has been received that the request will be granted.

Mr. Lanphier next reported that the Division of Architecture and Engineering had recommended that Childs & Smith of Chicago, Illinois be approved as the associate architects for the plans and specifications for the proposed Elementary and Junior High School building at Eastern Illinois State College.

Dr. Buzzard advised that the officials at Eastern concur in the recommendation of the Division of Architecture and Engineering.

In view of the foregoing Mr. Austin moved that Childs & Smith of Chicago, Illinois be approved as the associate architects for drawing the plans and writing the specifications for the proposed Elementary and Junior High School building at Eastern, as recommended by the Division of Architecture and Engineering. The motion was seconded by Mr. Walker, and unanimously carried.

Mr. Lanphier next reported that a rather serious situation has presented itself at Northern with regard to the project of the new roof and gutter repairs on Williston Hall.

Due to unavoidable circumstances the low bid submitted by Wolfes-Jensen & Co. in the amount of $ 34,985.00 had not been accepted by the Board within the time limit, and the contractor had notified the Division of Architecture

and Engineering that due to their inability to get copper for the gutters they did not wish to have anything to do with the contract, which was within their legal right inasmuch as their bid had not been accepted within the time limit. Therefore, the Division of Architecture and Engineering had verbally requested that Mr. Lanphier bring this matter to the attention of the Board and find out the Board's wishes in this matter; that is, whether the Board wanted the Division of Architecture and Engineering to get in touch with the second low bidder and negotiate with him, or readvertise for bids.

After considerable discussion, Mr. Bohrer moved that, provided the Division of Architecture and Engineering will write this Board indicating that such procedure is entirely legal and feasible, we authorize the Division of Architecture and Engineering to negotiate with Federal Constructors, Inc., second low bidder on the roofing project at Williston Hall, to undertake the contract and complete the work under specifications changing the copper requirements to galvanized iron for the sheet metal work on the roof, if Federal Constructors, In., will undertake to complete the job at a lower figure than their original bid. The motion was seconded by Mr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Pass
Mr. Bohrer	Yea
Mr. Guin	Absent
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Absent
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Walker	Nay
Mr. Wirtz	Yea

The motion was carried by a vote of five to one.

The Board felt that due to the emergency of this project, the new proposal should be submitted to Northern Illinois State Teachers College's Advisory Committee, who were given full authority to take action, reporting to the Board at the next regular meeting.

Mr. Lanphier recommended that the minutes of the meetings of the Teachers College Board be published as per the fiscal year rather than the calendar year; the only reason for this being that the appropriations are

based on the fiscal year and not the calendar year.

Mr. Bohrer moved that the minutes of the meetings of the Teachers College Board be published as per the fiscal year rather than the calendar year. The motion was seconded by Mr. Austin, and unanimously carried.

Mr. Lanphier advised that he was in receipt of a copy of a letter to Mr. Emil A. Anderson from the Ragsdale Insurance Agency, letter dated August 24, 1951, regarding $1,627,500.00 Fire and Extended Coverage Insurance for The Teachers College Board for the Northern Illinois State Teachers College at DeKalb, Illinois, copy of said letter is on file with the Secretary of this Board.

INFORMAL REPORTS OF PRESIDENTS

Dr. Buzzard presented the following informal report on Eastern Illinois State College:

I. Consideration of the seven items submitted under date of October 5, 1951, totaling $58,815.97 to be spent from the $66,500.00 added to the rehabilitation program, and itemized as follows:

A.	Completion of campus planning	$10,946.25
B.	Fluorescent lighting	6,560.72
C.	Rebuilding dormitory kitchen	8,750.00
D.	Renovating Home Economics Dept.	18,848.00
E.	Redecorating Auditorium	3,420.00
F.	Rehabilitating state curtains	5,400.00
G.	Extension campus lighting	4,891.00
		$58,815.97

II. Consideration of the recommended expenditures for equipment as follows:

A.	Trade-in of typewriters	$ 1,620.00
B.	Seats for Grades 1, 2, 3	3,935.46
C.	Tablet Arm Chairs	3,120.00
D.	Light Bulbs	1,696.00
		$10,371.46

III. Permission to expend $9,000.00 reappropriated for furniture for Home Management Houses and released by the Governor in preceding biennium.

IV. Teachers College Scholarships for the Fall Quarter 1951 total 371, and proper requisitions covering these scholarships are in process of completion.

V. Change in status of Miss Josephine Logan to temporary appointment for the nine months of the school year 1951-52 only, at her request, effective September 1, 1951.

Mr. Austin moved that the informal report on Eastern Illinois State College as above listed be approved. The motion was seconded by Mr. Walker, and unanimously carried.

Mr. Austin next moved that we authorize the request for the release of the necessary funds itemized in paragraph I of Dr. Buzzard's informal report out of Senate Bill 771 minus the sum that is to be paid for out of Contractual Services - General Revenue. The motion was seconded by Mr. Walker, and unanimously carried.

To facilitate the planning of the repair work in connection with the priority lists submitted by each school for the rehabilitation and modernization of existing buildings, Mr. Puffer moved that the Board authorize all of the schools to move in the direction of taking necessary preliminary steps for the procurement of figures for this rehabilitation and modernization work. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Fairchild presented his informal report on Illinois State Normal University by reporting on the various services offered by the university.

He also mentioned the numerous requests they are receiving from people who would like to get their physically handicapped children enrolled to enable them to receive the benefits of the Special Education Department.

Dr. Fairchild advised that he was going to contact Senator Dirksen and Mr. Bohrer was going to contact Senator Douglas in an effort to get some action taken in Washington regarding the approval of Illinois State Normal University to train teachers of vocational agriculture.

Dr. Fairchild reported on the progress that is being made with regard to the various projects underway at Normal.

At the last meeting of the Board a proposal in the amount of $42,269.00 was accepted by the Board for the site work on the self-liquidating residence halls at Illinois State Normal University. At that time it was brought to the Board's attention that a supervising engineer should be employed, however no specific action was taken on this matter.

The authorities at Illinois State Normal University now recommend that we employ the firm of Chance S. Hill to provide the necessary engineering services for this site work.

After considerable discussion Mr. Bohrer moved that we employ the firm of Chance S. Hill for an amount of $ 2,000.00 to furnish the engineering services in connection with the landscaping work at the self-liquidating residence halls at Illinois State Normal University. The motion was seconded by Mr. Puffer, and unanimously carried.

Dr. Fairchild advised that a bill had been received from the firm of Chance S. Hill, who prepared the plans and specifications for this site work, which is $ 1,833.64 in excess of the amount of money they have available in the appropriation covering this project, and was herewith recommending that this amount be paid out of Contractual Services - General Revenue.

Following considerable discussion Dr. Reavis moved that the bill in the amount of $ 1,833.64 as submitted, and as recommended by Dr. Fairchild be paid out of Contractual Services - General Revenue. The motion was seconded by Mr. Puffer, and unanimously carried.

In the absence of Dr. Beu, Dean Lipsey presented an informal report on Western Illinois State College reporting that there were 1457 regular students and 685 graduate and undergraduate students.

Dean Lipsey reported that no requests were received from faculty members for out-of-state traveling expenses during the month of November, such requests having to be applied for a month in advance.

Dean Lipsey then requested authorization to spend $ 17,000.00 out of Senate Bill 771 for the construction of a dairy barn on the college farm.

Following little discussion Mrs. Harris moved that the authorities at Western Illinois State College be authorized to spend $ 17,000.00 out of Senate Bill 771 for the construction of a dairy barn on the college farm. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Holmes presented an informal report on Northern Illinois State Teachers College by advising that the latest report from the Springfield office of the Department of

Public Health with regard to the water supply at Northern was that the water on campus is O.K., but that water coming in off campus is contaminated. Further examinations will be made regarding this situation.

At the last meeting the Board had instructed the authorities at Northern to obtain competitive bids on flagpoles. The bids presented to the Board were still considered excessive, and the Board instructed the authorities to again investigate and see if they can't get these flagpoles at a lesser figure.

Dr. Holmes next advised that he would like to have permission to fence in about half of the north part of the intramural field. A figure of $12,231.00 had been obtained from the Cyclone Fence Division of the American Steel and Wire Company for this fence.

After considerable discussion Mr. Walker moved that the matter of fencing in the north part of the intramural field be referred to the Advisory Committee, with power to act, to investigate the area and the necessity of the fence and report their decision at the next Board meeting. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Holmes advised that bids for the general site development of the men's residence hall and landscaping for the varsity field were going to be opened on October 16, 1951, which date would not allow the Board to act on the bids within the thirty-day time limit that the Division of Architecture and Engineering has to hold a bidder to his bid, so to avoid any possible delay in getting this work underway, recommends that the Advisory Committee be empowered to act for the Board in this matter.

Mr. Bohrer moved that the Advisory Committee of Northern be authorized to accept the low bid on behalf of the Board for the landscaping project around the men's residence hall and the varsity area at Northern Illinois State Teachers College, if the bids come within the available funds. The motion was seconded by Mr. Austin, and unanimously carried.

REPORT OF POLICY COMMITTEE

Dr. Reavis, Chairman of the Policy and Procedure Committee, advised that the committee has revised the material in the brochure "Governing Policies for the Organization and Administration of the State Teachers Colleges in Illinois," and the committee recommends

that the brochure be re-printed.

In view of the committee's recommendation, Dr. Reavis moved that the brochure be re-printed, with the changes that the committee and Dr. Browne have felt necessary, to the extent of 2,000 copies. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Reavis also reported that Dr. Browne has read through the minutes of the meetings of the Teachers College Board from 1937 to date, and has assembled a list of policies for the consideration of the Committee. The Committee proposes to study these policies and then present them to the Board for its consideration.

There being no further business before the Board Mr. Walker moved that we adjourn until the next regularly scheduled meeting, which is to be held on November 19, 1951, at the Western Illinois State College, Macomb, Illinois. The motion was seconded by Mr. Bohrer, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

ILLINOIS STATE NORMAL UNIVERSITY

INFORMAL REPORT

Meeting of the Teachers College Board

Macomb, Illinois

November 19, 1951

To the Members of the Teachers College Board:

This report is submitted as covering items amounting to $ 1,000.00 or over and requiring Board approval, as well as certain action that is needed on other matters at this time and prior to the next regular meeting of the Teachers College Board in December.

I. Approval of Projects Payable from General Revenue Funds

A. Alterations on Additions to Physical Plant

1. For further rehabilitation of Bus Garage in rear of Smith Hall, -- labor and materials required to raise the building, remove existing wooden sills and install one course of 6 inch concrete blocks with anchor bolts and 2 inch plate in place of the old sills, for the sum of One Thousand Four Hundred Four Dollars ($1,404.00). This bid was submitted by the West Construction Company of Bloomington, Illinois.

B. Operating Contractual Expenditures

1. For the annual requirements for book binding for Milner Library according to schedule of prices as bid by Stappenbeck Book Bindery of Bloomington, Illinois, as indicated on page 11 of list presented herewith.

II. Approval of Projects out of Permanent Improvement Funds

A. For equipment for Special Education Building, including Health Service Unit, in the amount of $21,309.10 payable from an unallotted balance of $22,256.32 for furniture and furnishings for Special Education Building from the original appropriation under Senate Bill 770 and reappropriated by Senate Bill 680 by the last General Assembly according to items on pages 1 - 10 of list submitted herewith. The total amount for the Special Education requirements is $17,730.51 and the amount for the Health Service is $3,578.59, making the total of $21,309.10.

III. Approval of Employment of Necessary Staff from Personal Services Account

A. Mr. Eugene T. Alexander as Janitor I at a salary rate of $160.00 per month effective from October 16, 1951.

B. Miss Mary Keys, at a rate of $350.00 per month effective November 6, 1951, as a temporary instructor to take the place of Miss Ethel Burris, deceased.

C. Mrs. Patricia Littlefield, as nurse in the University Health Service at a monthly salary of $250.00, effective November 1, 1951, to fill a vacancy

caused by the resignation of Mrs. Beatrice Olson.

D. Miss Eleanor Thoms, as nurse in the University Health Service at a monthly salary of $250.00, effective November 1, 1951, to fill an authorized position when the biennial budget was approved.

E. Mrs. Frances Culbertson, as nurse in the University Health Service at a monthly salary of $250.00, effective December 1, 1951, to fill a vacancy caused by the resignation of Mrs. Jeanne Cotton.

F. Mr. William G. Duvall, as a part time graduate assistant at a rate of $75.00 per month effective November 1, 1951, to take the place of Mr. James Terrill who was serving as a full time assistant at $150.00 per month and who has now been called into military service.

IV. Creation of New Position

A. Janitor I and the employment of a janitress to serve as a cleaning woman to care for additional requirements in the University Health Service Unit of the Special Education Building at a monthly rate of $150.00. The opening of the infirmary area of the Health Service Unit makes necessary this additional position.

B. Assistant in Purchasing to meet existing need due to increase of work in the Business Office.

V. Changes in Assignment and Salary

A. Change of assignment of Mrs. Norma Auth from Secretary to University Accountant to Assistant in Purchasing to fill newly created position at a salary change from $229.00 per month to $250.00 per month effective from December 1, 1951.

VI. Cancellation of Existing Orders of Equipment

A. Request to cancel orders for equipment in Special Education Building where it is evident that contractors have not and probably cannot make delivery.

Favorable consideration and approval of the foregoing items by the Teachers College Board is requested.

Respectfully submitted,

R. W. Fairchild

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Western Illinois State College

Macomb, Illinois

November 19, 1951

The scheduled meeting of the Teachers College Board and the College Presidents convened at 9:00 A.M. in one of the rooms in the Laboratory School on the campus of Western Illinois State College at Macomb, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. Royal A. Stipes, Jr.
Mr. Lewis M. Walker

The following Board Member was absent:

Dr. Vernon L. Nickell

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

Chairman Wirtz made a few brief statements of welcome to the new member of the Board, Mr. Royal A. Stipes, Jr., and expressed the unanimous feeling of the Board that he felt sure that this association was going to be a happy one.

The first matter of business before the Board was the approval of the minutes of the meeting of October 15, 1951.

Prior to a motion for the approval of said minutes, Chairman Wirtz suggested that on Page 3, Item 5, the names of Mr. Wirtz and Mr. Lanphier be changed to read Chairman and Secretary, respectively. This suggestion was unanimously approved.

Dr. Fairchild suggested that on Page 12, paragraphs 3 and 4 be deleted inasmuch as this request was previously approved in the blanket authorization appearing in the motion on the bottom of Page 10. This suggestion was unanimously approved and the paragraphs were so deleted.

There being no further corrections to the minutes, Mr. Austin moved that the minutes of the meeting of October 15, 1951, be approved as amended. The motion was seconded by Mr. Bohrer, and unanimously carried.

DISCUSSION OF UNIVERSITY CIVIL SERVICE SYSTEM

Mr. Donald E. Dickason, Director of the University Civil Service System, appeared before the Board and spoke on the text of House Bill 831 which creates the University Civil Service System of Illinois.

Mr. Dickason advised that at a meeting of the Merit Board the problem of cost of operation of the office of the University Civil Service System was discussed, and it was agreed at that meeting that the institutions involved should share the operating expenses on an equal basis, and advised that the breakdown was agreed upon as follows:

University of Illinois	$ 25,720.00
Southern Illinois University	6,860.00
Illinois State Normal University	3,000.00
Eastern Illinois State College	2,060.00
Western Illinois State College	2,060.00
Northern Illinois State Teachers College	3,178.00

Following much discussion Mr. Bohrer moved that the four institutions under the supervision of the Teachers College Board be authorized to contribute sums for the operating expenses of the University Civil Service System in the foregoing amounts per year; such funds to be paid to the University of Illinois to be handled as an agency fund, and that this authorization continue until further order of the Board. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Mr. Bohrer presented and moved the adoption of the following resolution:

Whereas, after January 1, 1952, the nonacademic employees of the four institutions governed by this Board will be under the University Civil Service System together with such employees of the University of Illinois and Southern Illinois University, and

Whereas, it is desirable, insofar as possible, to obtain the maximum uniformity in employer-employee relationships and working conditions, etc. in said six institutions;

Now therefore, the Teachers College Board states, as a matter of policy, that it will not hereafter enter into any employer-employee agreements affecting any group of such employees, without first submitting the proposed agreement to the Director of the University Civil Service System for his suggestions and recommendations. The

motion was seconded by Mr. Austin, and unanimously carried.

UNIVERSITY RETIREMENT SYSTEM

In view of the fact that there exists a vacancy on the University Retirement System, which vacancy is to be filled by a member of the Teachers College Board, Mr. Walker nominated Mr. Royal A. Stipes, Jr., to be the representative of this Board on the University Retirement System. The motion was seconded by Mr. Schriver.

Mr. Bohrer moved that the nominations be closed and that Mr. Stipes be declared the representative of this Board on the University Retirement System. The motion was seconded by Mr. Austin, and unanimously carried.

UNFINISHED BUSINESS

At the last meeting the Board had unanimously agreed to withhold final action on the By-Laws until this meeting in order that the Central Office of the Board would have time to prepare the By-Laws in their final form and send a copy to each member and each President for consideration and study prior to this meeting. This having been done the Board is now prepared to act on the By-Laws.

Following but little discussion Mr. Bohrer moved that the By-Laws be approved as lastly submitted. The motion was seconded by Mr. Puffer, and unanimously carried.

Mr. Schriver then moved that we extend a vote of appreciation to Mr. Bohrer for the tremendous amount of time and effort he has so graciously given to the compilation and execution of these By-Laws. The motion was seconded by Mr. Walker, and unanimously carried.

REPORT OF OFFICERS OF THE BOARD

Dr. Browne presented his third report as Executive Officer and Educational Coordinator which consisted of three parts; namely, A. Per Capita Costs of the Illinois Teachers College 1941-51, B. Compilation of Board Practices for the Teachers Colleges of Illinois, and C. Notes on Use of Automobiles and Buses.

With regard to part B., it was suggested that Board

Members and Presidents give consideration to these practices and write the Central Office expressing themselves on these practices and write the Central Office expressing themselves on these practices so that a revised statement can be prepared by the Board Committee on Policy and Procedure for Board consideration with the thought in mind of attaining a more congruous procedure.

Dr. Reavis moved that the report of the Executive Officer be accepted and filed. The motion was seconded by Mr. Pois, and unanimously carried.

Dr. Browne brought up the matter of the purchase of paper, stationery, etc., by the colleges, about which there has been some question and confusion.

Director Pois spoke briefly on this matter and suggested that the Business Managers and representatives of the Department of Finance get together and discuss the matter, and he felt sure that an amicable solution could be reached.

Mr. Lanphier presented his report as Financial Coordinator in which was listed various releases that had been granted since the last meeting, and also reported that the Division of Architecture and Engineering had negotiated with Federal Constructors, Inc., second low bidder on the Williston Hall project, and had been successful in their negotiations with that contractor and had recommended, to the Advisory Commitee of Northern who had power to act as per previous instructions from the Board, the acceptance of this bid at a reduction of $ 500.00 from their original bid in view of the substitution in materials that were to be used.

At this point Chairman Wirtz reported that the Advisory Committee had acted favorably on this matter and accepted the bid of Federal Constructors, Inc., in the amount of $ 42,000.00.

Mr. Puffer moved that we approve the action taken by the Advisory Committee of Northern in connection with the expenditure of $ 42,000.00 for a new roof and gutter repairs on Williston Hall. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent

Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Also included in Mr. Lanphier's report was a statement showing the condition of the appropriation made to the Central Office of the Teachers College Board.

INFORMAL REPORTS OF PRESIDENTS

Dr. Buzzard presented his informal report on Eastern Illinois State College and requested approval of the following items:

1. Permission to ask Governor Stevenson to release from the appropriation of $248,500.00 for Rehabilitation, in the amount of $7,037.00 for certain items in connection with the construction of the Home Management Houses.
2. Permission to contract for $2,714.00 for the installation of new flame-proof curtains for the stage, Health Education Building, as per bid submitted by the Art Drapery Studios of Chicago, as recommended by the Division of Architecture and Engineering.
3. Permission to purchase a machine stitcher and a machine folder for the Print Shop from the Falco Corporation of Chicago, at a cost of $1,600.00.
4. Permission to purchase a No. 260-D, Universal Saw Bench and equipment at a cost of $2,832.00 and a No. 166-BD Hand planer and Jointer and equipment at a cost of $1,514.00 for the Woodworking area, Industrial Arts Department, payable from the appropriation for Equipment.

Mr. Austin moved, after some discussion, that the report be approved as submitted. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent

Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Due to the fact that the above-given report did not indicate that bids had been taken on certain items calling for the expenditure of funds, Mr. Puffer moved that whenever requests are made of the Teachers College Board for approval of purchases, the requests should either indicate that bids have been taken and list them, or an explanation given why bids were not taken and what procedure was followed. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Fairchild presented his informal report on Illinois State Normal University and requested approval of the following items:

1. Further rehabilitation of Bus Garage as per bid submitted by the West Construction Company of Bloomington, Illinois for the sum of $1,404.00 payable from General Revenue Funds.

2. Annual requirements for book binding for Milner Library according to schedule of prices as bid by Stappenbeck Book Bindery of Bloomington, Illinois, payable from General Revenue Funds.

3. Equipment for Special Education Building, including Health Service Unit, in the amount of $21,309.10 payable out of Permanent Improvement Funds.

4. Employment of six new members of the staff as per the report, plus the names of Mrs. Jeanine Lee Ragsdale as Faculty Assistant, and Miss Phyllis Stiegelmeier as Voucher Clerk, payable from Personal Services Account.

5. Creation of two new positions as per the report, plus the creation of a Clerk in the Business Office to take the place vacated by a 35 hour a week student worker. Assignment handling vouchers under temporary classification of Executive Assistant in Education and Administration to January 1, 1952.

6. Change of Assignment of Mrs. Norma Auth from Secretary to University Accountant in Purchasing at a salary change from $229.00 to $250.00 per month effective from December 1, 1951.

7. Cancellation of existing orders of equipment in Special Education Building where it is evident that contractors have not and probably cannot make delivery.

Mr. Schriver moved, after some discussion, that the report be approved as submitted. The motion was seconded by Mr. Pois, the roll was called, and the vote was as follows:

Mr. Austin	Pass
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Fairchild requested permission to have Mr. Ensign give a report on the Marshall Field situation.

Mr. Ensign refreshed the Board's memory regarding the existing situation between Marshall Field & Co. and Illinois State Normal University in connection with their bid on bedspreads for the self-liquidating residence halls and of Marshall Field's request that consideration be given for additional compensation in the actual amount the bedspreads cost them.

After due consideration and discussion, and in view of circumstances in connection with this matter, Mr. Bohrer moved that Marshall Field's request for additional compensation be rejected. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent

Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Beu presented his informal report on Western Illinois State College and requested approval of the following items:

1. Lamp bulb annual order in the amount of $1,980.81.
2. Permission to purchase a Multilith machine in the amount of $2,407.82.
3. Construction of reinforced curb at the college tennis courts to install seats removed from old training school gymnasium at a cost of $1,031.00.
4. Plans, specifications, engineering and supervision on pavement widening project at a cost of $1,228.00 to be paid the Tiernan Engineering Company of Macomb, Illinois from Contractual Services.
5. Bronze plaque for classroom addition to Morgan gymnasium at a cost of $600.00.

Following but little discussion Dr. Reavis moved that the report be approved as submitted. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Beu suggested in his report that the date of the June meeting be changed inasmuch as The American Association of Colleges for Teacher Education has an-

nounced that the Sixth Biennial School for Executives will be held from June 15 - 21, 1952, which conflicts with the scheduled June 16 meeting of the Board.

It was also brought out in the discussion that there was some conflict in connection with the February meeting, so in view of circumstances Dr. Reavis moved that the February meeting be changed from February 18 to February 11, and that the meeting should be given over to the discussion of professional problems which the Presidents wish to bring before the Board, and also that the June meeting be changed from June 16 to June 23. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Holmes presented his informal report on Northern Illinois State Teachers College and requested approval of the following items:

1. Complete Painting and Decorating Work for Administration Building in the amount of $19,194.00 as per second low bid submitted by Bell Better Decorating Service and recommended by the Division of Architecture, payable out of Senate Bill 771.
2. Complete Work for Rehabilitation of Administration Building in the amount of $23,466.00 as per low bid submitted by B. W. Handler Construction Co., and as recommended by the Division of Architecture and Engineering, payable out of Senate Bill 771.

The Division of Architecture and Engineering advised, under date of November 19, 1951, that the apparent low bidder for the Painting and Decorating Work, the N. H. Decorating Service, had written their office under date of November 17, stating that the entire section of the auditorium and the entire third floor of the building had been omitted from his figures and requested permission to withdraw his bid, which permission was granted inasmuch as their error is evident; therefore they recommend the second low bid.

In view of the information given, Dr. Reavis moved that we accept the second low bid as submitted by Bell Better Decorating Service in the amount of $19,194.00 for the Complete Painting and Decorating Work for the Administration Building, subject to the release of the necessary funds. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Reavis moved that we accept the low bid submitted by B. W. Handler Construction Company in the amount of $23,466.00 for the Complete Work for Rehabilitation of Administration Building, subject to the release of the necessary funds. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

3. Approval of payment of fees due the associate architects, Jenkins, Merchant and Nankivil, for preparing plans and specifications for the proposed lighting of the Varsity football field, payable from the appropriation for Contractual Services.

Mr. Austin moved, after some discussion, that we approve the payment of $3,750.99 to Jenkins, Merchant and Nankivil, associate architects, for the preparation of plans and specifications for the proposed lighting of the Varsity football field. The motion was seconded by Dr. Reavis, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

4. Approval of the conversion of gas fired heaters plus the purchase and installation of two 500 gallon tanks at a cost of $ 1,265.00 payable from the appropriation for Contractual Services, as recommended by the Division of Architecture and Engineering.

Dr. Reavis moved that we approve the expenditure of $ 1,265.00 for the conversion of gas fired heaters and the purchase and installation ff two 500 gallon tanks as recommended by the Division of Architecture and Engineering. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

5. Approval of purchase order in the amount of $ 6,000.00, payable from the appropriation for Commodities, to enable the college to purchase construction materials necessary in the rebuilding of buildings located at the Lorado Taft Field Camp.

Mr. Bohrer moved that we approve the purchase order in the amount of $ 6,000.00 for the purchase of construction materials necessary in the rebuilding of buildings located at the Lorado Taft Field Camp. The motion was seconded

by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

6. Approval of the purchase and installation of two flag poles at a total cost of $4,579.00, payable from General Revenue.

Inasmuch as it was the consensus of opinion that the price of these poles was still excessive, it was unanimously agreed that the proposal be rejected and that new figures should be obtained for the purchase and installation of only one pole, and report their findings at a later date.

7. Approval of the expenditure of $136.25 for furnishings and installing Scott Roll-Type Toilet Tissue Holders in self-liquidating Men's Residence Hall, as recommended by the Division of Architecture and Engineering.

Mr. Bohrer moved that we approve the expenditure of $136.25 for the furnishing and installation of Scott Roll-Type Toilet Tissue Holders in the self-liquidating Men's Residence Hall, as recommended by the Division of Architecture and Engineering. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea

Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

REPORT OF COMMITTEE ON POLICY AND PROCEDURE

Dr. Reavis reported that the report entitled "The Role of The Advisory Commiteee of The Teachers College Board" will be given further consideration by the Committee and a report will be made at the next meeting.

BRONZE MEMORIAL PLAQUES

Action was delayed on these plaques because the Board felt that the price of bronze plaques was too high, and the Division of Architecture and Engineering was requested to obtain bids on plaques made of other materials. This was done. However, the price of the plaques made of other materials was not much less than the amount of the bronze plaques, so in view of this information Mr. Puffer moved that we approve the purchase of two bronze plaques for Eastern Illinois State College at a total cost of $ 1,510.00, and seven bronze plaques for Northern Illinois State Teachers College at a total cost of $ 3,195.00. The motion was seconded by Mr. Walker, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Nay
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Nay
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was carried by a vote of eight to two.

MISCELLANEOUS

The matter of post season athletic events was discussed. Mr. Schriver moved that the football teams representing anyone of the four institutions under the supervision of the Teachers College Board should not be permitted to schedule any games after the Saturday

following Thanksgiving. The motion was seconded by Mr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Nay
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was carried by a vote of nine to one.

There being no further business before the Board Mr. Austin moved that the meeting be adjourned until the next scheduled meeting on December 17, 1951, in Chicago, Illinois. The motion was seconded by Mr. Puffer, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE FOR THE MEETING IN Chicago December 17, 1951

To the Chairman, Secretary and Members of the Teachers College Board,

Ladies and Gentlemen:

The following report concerning the Eastern Illinois State College is presented for your consideration:

I. STUDENTS

A. Enrollment, Fall Quarter, 1951

1. College

Class	Men	Women	Total	Total one year ago	Per Cent Change
Graduates	3	1	4		100% increase
Undergraduates					
Unclassified	10	3	13	19	31.6% decrease
Seniors	110	77	187	257	27.3% decrease
Juniors	124	80	204	246	17. % decrease
Sophomores	155	149	304	350	13.1% decrease
Freshmen	229	162	391	497	21.4% decrease
Total	631	472	1103	1369	19.5% decrease

2. Extension (First half-year, 1951-52)

97	373	470	369	21.5% increase

3. Eastern State Elementary School

Boys	Girls	Total	Total one year ago
123	125	248	250

4. Eastern State High School

71	74	145	133

5. Off-Campus Student Teaching, Fall Quarter, 1951

Name of School	No. of Critics	No. of Stu. Teachers	No. of Student Teach. Assign.	No. of Pupils
Casey High School	1	2	6	45
Charleston H. S.	5	9	12	233
Lawrenceville Township H. S.	2	2	6	127
Mattoon Senior H. S.	9	13	20	451
Oakland High School	1	2	6	68
Shelbyville Community High School	2	2	6	116
Windsor Community High School	1	2	6	58
	21	32	62	1098

C. Veterans' Enrollment, Fall Quarter, 1951

Veterans using Illinois Military Scholarships for the Fall Quarter 1951 numbered 11 as compared with 33 such scholarships used one year ago.

The total enrollment of veterans numbered 94, including one woman student. This is a decrease of 126 from the 220 enrolled one year ago, or a decrease of 57.3%. The 93 men veterans in college is 445 less than the 538 non-veteran men enrolled.

The 94 veterans are distributed among the classes as follows:

Seniors	47
Juniors	22
Sophomores	16
Freshmen	6
Unclassified	1
Graduate Students	2
Total	94

D. Enrollment for the Fall Quarter for a ten-year period.

Class	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951
Graduates										4
Unclassified	2	0	0	0	0	0	37	27	19	13
Seniors	80	62	43	49	118	137	212	282	257	187
Juniors	116	42	52	55	138	193	313	272	246	204
Sophomores	174	66	70	98	208	538	354	357	350	304
Freshmen	243	112	162	203	747	514	507	492	497	391
Total	615	282	327	405	1211	1382	1423	1430	1369	1103

E. Comparison of fields of specialization for teaching during the Fall Quarters of the last three years indicates the distribution of student interest and points out pronouncedly the areas in which there is considerable congestion of enrollment at the present time.

TEACHERS COLLEGE BOARD

Four-Year Curricula	Fresh.	Soph.	Juniors	Seniors	Total 1951	Total 1950	Total 1949
Art	16	7	7	4	34	39	48
Botany	6	11	2	3	22	25	24
Business Education	69	49	34	23	175	184	201
Chemistry	8	9	10	6	33	47	42
Elementary Education	56	58	33	26	173	191	132
English	7	8	11	10	36	47	52
Foreign Language	3	3	1	3	10	19	18
Geography	0	3	5	5	13	16	19
Home Economics	15	24	16	22	77	91	82
Industrial Arts	20	14	10	12	56	88	94
Mathematics	8	12	6	9	35	40	37
Music	15	10	9	9	43	70	67
Physical Education							
Men	36	16	22	17	91	136	160
Women	12	10	11	7	40	48	36
Physics	2	6	1	2	11*	10	21
Social Science	16	9	9	7	41	66	86
Speech	13	19	8	15	55*	53	48
Zoology	1	4	9	7	21	33	34
Totals	303	272	204	187	966	1203	1201
Two-Year Curricula							
Two-Year Certificate	3	3			6*	0	0
Two-Year General	36	9			45	57	96
Pre-Agriculture	3	2			5	14	17
Pre-Chem. Engr.	-	1			1	5	0
Pre-Dental	2	1			3	9	9
Pre-Engineering	21	10			31*	30	31
Pre-Floriculture	-	-			-	1	2
Pre-Journalism	5	-			5	9	13
Pre-Lab. Tech.	7	-			7*	0	0
Pre-Law	2	2			4	9	9
Pre-Medicine	8	3			11*	9	14
Pre-Nursing	-	1			1	4	4
Pre-Pharmacy	1	-			1	0	0
Totals	88	32			120	147	195
Unclassified					13	19	27
Graduate Students					4*	0	0
GRAND TOTALS	391	304	204	187	1103	1369	1423

* Departments showing increase over last year.

F. Extension Courses for the first half-year 1951-52 are being conducted at 13 off-campus centers with 42 students doing this work on campus. Enrollment data as follows:

Center	Course	Instructor	Men	Women	Total
Albion	Music E 228	Dvorak	2	21	23
Charleston	Education RE 552 (Grad)	Lawson	4	10	14
Charleston	Education RE 550 (Grad)	Ziegel	3	11	14
Charleston	Music RE 550 (Graduate)	Dvorak	4		4
Charleston	Social Science RE 481 (Grad)	Zeller		1	1
Effingham	Speech E 433	Buck	10	27	37
Flora	Ind. Arts E 225	Duncan & Fowler	12	32	44
Hillsboro	Geography E 236	Harris	7	50	57
Lawrenceville	Education E 455	Cavins	3	9	12
Mt. Carmel	Education E 344	Heise	7	18	25
Newton	Audio-Visual Aids E 456	Bymes	11	31	42
Olney	Biology E 129	Reigel	10	36	46
Pana	Education E 326	Heise	2	16	18
Shelbyville	Geography E 448	Barton	7	23	30
Taylorville	Art E 224	Countryman	3	21	24
Toledo	Speech E 345	Moses	5	33	38
Tuscola	Education E 344	Heise	3	29	32
Charleston*	*	*	4	5	9
		Totals	97	373	470

* Campus courses: Physical Science 101 - - 5 enrolled - - Marcy instructor Art 100 (RE) - - 1 enrolled, Shorthand RE 123 - - 1 enrolled, Chemistry RE 233 - - 1 enrolled, Business Ed. RE 223 - - 1 enrolled (Total 9) (Graduates 33) (On Campus 42).

G. The accompanying map of Illinois shows the origin of the student body for the Fall Quarter, 1951, by county distribution. Fifty-one counties of Illinois are represented. Nineteen students come from outside Illinois, seven of these from Indiana.

Total from Illinois	1,084
Total from other states	18
Total from other countries (Brazil) . . .	1
GRAND TOTAL	1,103

The twenty-four counties sending more than twelve students to Eastern for the Fall Quarter,

1951, are:

Champaign	19	Christian	38	Clark	38
Clay	18	Coles	263	Cook	46
Crawford	48	Cumberland	35	Douglas	47
Edgar	43	Edwards	16	Effingham	30
Fayette	35	Jasper	18	Lawrence	33
Macon	13	Macoupin	15	Montgomery	24
Moultrie	27	Richland	20	Shelby	53
Vermilion	70	Wabash	19	White	13

II. FACULTY

A. Affiliated Teachers, Fall Quarter, 1951

The following persons served as Off-Campus Critic Teachers during the Fall Quarter, 1951, at the rate of $24.00 per assignment, and are carried on the college payroll for November 16--30 as Faculty Assistants:

Name	No. Assignments	Salary
Casey High School		
Mrs. Jean Main (Homemaking)	6	$144.00
Charleston High School		
Mr. William D. Black (Physical Educa.)	1	24.00
Mr. Elmer Joseph Jamnik (Bus. Educ.)	4	96.00
Mr. Paul Maas (Ind. Arts)	3	72.00
Mr. Marvin Smith (Bus. Educa.)	2	48.00
Mr. Paul Swofford (Physical Ed.)	2	48.00
Lawrenceville Township High School		
Mrs. Elsie May Buchanan (Homemaking)	3	72.00
Miss Maude More (Homemaking)	3	72.00
Mattoon Senior High School		
Miss Eleanor Franklin (Bus. Educa.)	2	48.00
Mr. Howard Johnson (Am. History)	1	24.00
Mr. Oren Lackey (Biology)	2	48.00
Miss Jane Lahey (Bus. Educa.)	2	48.00
Mr. Bernard Ohm (Bus. Educa.)	4	96.00
Miss Carolyn Rockabrand (Homemaking)	3	72.00
Miss Luella Simmons (Bus. Educa.)	1	24.00
Mr. William Swearingen (Bus. Educa.)	2	48.00
Miss Grace Whitesell (Homemaking)	3	72.00
Oakland High School		
Mrs. Imogene Kolkhorst (Bus. Educa.)	6	144.00

Name	No. Assignments	Salary
Shelbyville Community High School		
Mrs. Alice Crouch (Homemaking)	4	$ 96.00
Miss Bertha Mathias (Homemaking)	2	48.00
Windsor Community High School		
Miss Gwendolyn Hammer (Homemaking)	6	144.00
	TOTAL	$1,488.00

B. Faculty Resignations

1. Mrs. Carolyn (Gilbert) Ryle, Instructor and Health Coordinator, resigned at the close of the Fall Quarter, 1951.

2. Mrs. Dorothy (Lee) Countryman, Assistant Professor of English, resigned at the close of the Fall Quarter, 1951.

C. Plan for Retirement

1. Under date of November 30, 1951, Miss Edith P. Levake, Supervisory Teacher for the Eighth Grade, who has been with the college since September, 1924, requests transfer to retirement status as of September 1, 1952, with the privileges of the University Retirement System.

D. Leave of Absence

1. Dr. Elbert R. Moses, Associate Professor of Speech (Radio), leave (without pay), for two weeks (one-half of October) due to the fact that he has been called for a special two-week instructional course by the Fifth Army Headquarters.

E. Substitute Faculty

1. Mrs. Edith Alter, A.B., 1924, A.M., University of Illinois, 1926, as Substitute Instructor in English, at a salary of $266.67 per month (2/3 duty) for the Fall Quarter, 1951, vice Chennault Kelly on sabbatical leave.

2. Mrs. Mary Moses, A.B., A.M., University of Pittsburgh, as Substitute Instructor in Speech, at a salary of $400.00 per month,

during one-half the month of October while Dr. Elbert Moses was absent; and also as a substitute for Dr. Howard DeF. Widger, absent because of illness, for the remainder of the Fall Quarter at the same rate of pay.

III. OTHER EMPLOYEES

A. Resignations

1. Mrs. June (Harding) Lacy, Clerk Stenographer I, resigned, effective October 31, 1951.

B. Change of Status

1. Florence Eileen Kelly from Clerk Stenographer I to Clerk Typist I at $165.00 per month, effective October 1, 1951.
2. Doris Lorrene Pilson from Clerk Stenographer I to Clerk Typist I at $155.00 per month, effective October 1, 1951.

C. New Employees

1. Wilma Cole, Clerk Typist I (vice Barbara J. Meese, resigned -- Clerk Steno. I position changed to Clerk Typist I) at $155.00 per month, effective October 1, 1951.
2. Patricia W. Kingry, Clerk Stenographer I, (vice Shirley Grubb, resigned) at $160.00 per month, effective September 18, 1951.
3. Ruth Nugent, Clerk Stenographer I (vice Shirley McKenzie resigned) at $160.00 per month, effective September 17, 1951.

IV. COLLEGE CALENDAR, 1952-53

Fall Quarter, 1952

Monday, September 8	Faculty Day
Tuesday, September 9, thru	Orientation for
Thursday, September 11	Freshmen and Transfer students
Friday, September 12	Registration
Monday, September 15	Classes begin
Friday, October 10	Eastern Division Meeting, IEA
Friday, October 24	Homecoming begins, 12 Noon
Saturday, October 25	Homecoming

Wednesday, November 26	Thanksgiving recess, 12 Noon
Monday, December 1	Classes resume, 12 Noon
Friday, December 5	Fall Quarter ends

Winter Quarter, 1952-53

Monday, December 8	Registration
Tuesday, December 9	Classes begin
Friday, December 19	Christmas recess, 5 P.M.
Monday, January 5	Classes resume
Wednesday, March 11	Winter Quarter ends

Spring Quarter, 1953

Monday, March 16	Registration
Tuesday, March 17	Classes begin
Friday, April 3, thru	Easter recess
Monday, April 6	
Tuesday, April 7	Classes resume
Sunday, May 31	Baccalaureate, 3 P.M.
Friday, June 5	Commencement, 10 A.M.
Friday, June 5	Spring Quarter ends

Summer Term, 1953

Monday, June 15	Registration
Tuesday, June 16	Classes begin
Friday, August 7	Summer Term ends

V. CURRICULUM: No report.

VI. BUILDINGS AND GROUNDS

1. Construction continues on the Residence Halls and the Home Management Houses. The latter cannot be completed for use before the opening of the Spring Quarter on March 10, 1952. The Residence Halls are expected for use in September 1952.

2. A tree planting program has been started on campus since the contract for site preparation was closed.

VII. AUXILIARY ENTERPRISES: No report.

VIII. STUDENT LIFE: No report.

IX. MISCELLANEOUS

1. Self-liquidating Residence Halls.

There is need to purchase approximately 20,000 gallons of fuel oil for storage in the two 10,000 gallon tanks of Lincoln and Douglas Halls for use in testing and heating equipment, and to use during interior construction. Oil used will be replaced by contractor. Permission to expend not to exceed $2,000.00 from the Construction Account, Self-Liquidating Project is requested.

2. Permission to expend from same Construction Account, of $470.00, to provide concrete anchorage for the above mentioned fuel tanks.

X. SUMMARY

Action of the Teachers College Board is requested on the following items:

1. List of Affiliated Teachers for Fall Quarter, 1951, with salaries as indicated.
2. Resignations of Mrs. Carolyn Gilbert Ryle and Mrs. Dorothy Lee Countryman.
3. Retirement of Edith P. Levake, Assistant Professor and Supervisory Teacher, Eighth Grade, Elementary School, as of September 1, 1952.
4. Leave of absence for Dr. Elbert Moses as stated.
5. Employment of Mrs. Edith Alter and Mrs. Mary Moses as Substitute Instructors for the Fall Quarter.
6. Resignation of Mrs. June Harding Lacy, Clerk Stenographer I.
7. Change of status to Clerk-Typist I for Florence Eileen Kelly and Doris Lorrene Pilson.
8. Employment of Wilma Cole, Patricia W. Kingry, and Ruth Nugent.
9. Calendar for 1952-53 as presented.
10. Expenditures of $2,000.00 and $470.00 from the Construction Account, Self-Liquidating Residence Halls.

Respectfully submitted,

ROBERT G. BUZZARD
President

ILLINOIS STATE NORMAL UNIVERSITY

Normal, Illinois

Meeting in Chicago, December 17, 1951

To the Chairman and Members of the Teachers College Board:

The following report is submitted from Illinois State Normal University:

I. STUDENTS

1. Attendance for the First Semester, 1951-1952

	Men and Boys	Women and Girls	Total	Total One Year Ago
a. University				
Graduates	99	39	138	144
Seniors	201	233	434	474
Juniors	191	238	429	494
Sophomores	192	267	459	536
Freshmen	302	350	652	766
Unclassified	12	92	104	28
Post Graduates	--	--	--	7
Total College Students on Campus	997	1219	2216	2449
b. University High School	174	192	366	353
c. University Elementary School	175	185	360	378
d. Special Education School	64	57	121	66
e. Auxiliary Training Schools				
Illinois Soldiers and Sailors Childrens School	144	79	223	280
Total Pupils, Elementary and Secondary	557	513	1070	1077
Total	1554	1732	3286	3526
Extension	31	654	685	431
Grand Total	1585	2386	3971	3957

2. Extension, First Semester, 1951-1952

a. Enrollment in extension courses, the departmental courses offered, the centers, and the instructors, are here presented for the first semester of the 1951-1952 school year.

Center	Course	Instructor	Enrollment
Benld	Physical Education for Junior H. S. E 229	C. E. Horton	50
	Physical Education for Lower Grades E 231	C. E. Horton	
Chenoa	Mental Hygiene E 234	C. M. Dillinger	16
Decatur	American Life and Institutions E 218	L. J. Yedor	49
Decatur	School and Community Relations E 204	V. L. Replogle	21
Girard	Geography of North America E 114	W. E. McIntyre	25
Havana	First Aid E 115	H. J. Hancock	46
Lacon	English Grammar E 275	Lela Winegarner	34
Lincoln	American Government E 251	Alice Ebel	11
Monticello	Audio-Visual Education E 240	C. H. Kurth	8
Morris	School Health E 238	J. L. Martens	42
Paxton	Music Educ. for Lower Grades E 239	Emma Knudson	30
Pekin	Survey of Special Education E 162	Christine Ingram	29
Peoria	Teaching Art in Elementary Schools E 202	G. F. Gates	46
Petersburg	American Literature Since 1914 E 231	V. E. Gimmestad	17
Pontiac	First Aid E 115	Margaret Duncan	35
Pontiac	First Aid E 115	Margaret Duncan	39
Roberts	Introduction to Philosophy of Education E 203	Mildred Wells	15
Springfield	Audio-Visual Education E 240	M. L. Miller Nelson Smith	79
Streator	Verse for Children E 203	Dorothy Hinman	21
Virginia	Foundations in Arithmetic E 201	F. R. Brown	34
Watseka	Physical Education for Junior H. S. E 229	A. F. Gillett	38
	Physical Education for Lower Grades E 231	A. F. Gillett	
Total First Semester, 1951-1952			685
The number of extension students in fifteen courses in thirteen centers for the corresponding time one year ago was			431

II. FACULTY

1. Death

a. Miss Ethel M. Burris, Assistant Professor of Education, died suddenly on November 5. Miss Burris had been a member of the faculty of Illinois State Normal University

since 1936 and was considered a specialist in the field of the teaching of reading on all levels. Her thorough and conscientious service through the University to children of elementary and high school ages, to University students, and to many parents of these pupils and students, was outstanding and will be greatly missed. The work handled by Miss Burris is being cared for by a substitute teacher at the present time but the position will have to be filled at an early date.

2. Leaves of Absence

   a. Mr. Wilbur Johnson, Faculty Assistant, effective November 22, 1951 due to the necessity of entering military service. This leave is for an indefinite period since it is not known at the present just when Mr. Johnson will be able to return to the staff.

   b. Mr. Joseph L. French, Faculty Assistant, effective December 21, 1951 due to the necessity of entering military service. This leave is for an indefinite period since it is not known at the present just when Mr. French will be able to return to the staff.

3. New Appointments

   a. Miss Mary Keys, at a rate of $ 350.00 per month effective November 6, 1951, as a temporary instructor to take the place of Miss Ethel Burris, deceased.

   b. Mrs. Patricia Littlefield, as nurse in the University Health Service at a monthly salary of $250.00, effective November 1, 1951, to fill a vacancy caused by the resignation of Mrs. Beatrice Olson.

   c. Miss Eleanor Thoms, as nurse in the University Health Service at a monthly salary of $250.00, effective November 1, 1951, to fill an authorized position when the biennial budget was approved.

   d. Mrs. Jeanine Ragsdale, as nurse in the University Health Service at a monthly salary of $250.00, effective November 16, 1951, to

fill a vacancy caused by the resignation of Mrs. Alyce L. Carter.

e. Mrs. Frances Culbertson, as nurse in the University Health Service at a monthly salary of $250.00, effective December 1, 1951, to fill a vacancy caused by the resignation of Mrs. Jeanne Cotton.

f. Mrs. Mina Fenton, as nurse in the University Health Service at a monthly salary of $250.00, effective December 1, 1951, to fill an authorized position when the biennial budget was approved.

g. Mr. William G. Duvall, as a part time graduate assistant at a rate of $75.00 per month effective November 1, 1951, to take the place of Mr. James Terrill who was serving as a full time assistant at $150.00 per month and who has now been called into military service.

h. Mrs. Mary J. Kurtz, as Faculty Assistant in the Alumni Office, at the rate of $250.00 per month, effective as of November 16, 1951, to take the place of Mr. Wilbur Johnson, who has just been granted a leave of absence because of entrance into military service.

i. Off Campus Supervising Teachers

Supervising teachers who are in various school systems in the State and who are given the assignment of supervising student teachers from the campus on the basis of $8.00 per semester hour or fraction thereof, are as follows, with the location, name of the supervising teacher, number of semester hours credit, and the salary due for the first nine weeks, or one-half of the first semester of the 1951-1952 school year.

Location	Supervising Teacher	Sem. Hrs.	Amount Paid
Bloomington			
Bloomington High School			
	Arnold, Noble Jr. (P. E.)	2-1/2	$20.00
	Hostettler, Mrs. Dorothy (Speech)	5	40.00
	Hostettler, Roy Lewis (Soc. Sci.)	5	40.00

Location	Supervising Teacher	Sem. Hrs.	Amount Paid
	Means, Margaret (Geography)	5	$ 40.00
	Munson, Dora Leota (Home Ec.)	5	40.00
	Secord, John Allen (P.E.)	2-1/2	20.00
	Volk, Eldon (Dist. Ed.)	5	40.00
	Walters, Mrs. Thelma L. (Soc. Sci.)	5	40.00
Irving Junior High School			
	Thompson, Frank W. (I. A.)	5	40.00
Washington Junior High School			
	Fouty, A. Todd (Soc. Sci.)	5	40.00
Blue Island			
Blue Island Community High School			
	Gutches, William F. (P. E.)	5	40.00
	Haug, Elmer (I. A.)	5	40.00
Calumet City			
Thornton Fractional Township High School			
	Fedosky, Edward (P. E.)	5	40.00
	Schmidt, Victor John (Soc. Sci.)	5	40.00
Clinton			
Clinton Community Unit High School			
	Little, Loren L. (Bus. Educ.)	5	40.00
	Rainey, Lela M. (Soc. Sci.)	5	40.00
Danville			
Danville High School			
	Ave, Arnold L. (Bus. Educ.)	5	40.00
	Haviland, Fern V. (Soc. Sci.)	5	40.00
Elgin			
Elgin High School			
	Lehr, Karl M. (Soc. Sci.)	5	40.00
	Roggen, Arthur (P. E.)	5	40.00
Heyworth			
Heyworth High School			
	Pearce, Everett L. (Agriculture)	10	80.00
Joliet			
Joliet Township High School			
	Adams, Harry L. (Geograpny)	2-1/2	20.00
	Buell, Irma A. (Geography)	2-1/2	20.00
	Reed, Lowell W. (Soc. Sci.)	5	40.00
Moline			
Moline Senior High School			
	Lind, Esther C. (Soc. Sci.)	5	40.00
	Shinneman, Phylita (Speech)	5	40.00

Location	Supervising Teacher	Sem. Hrs.	Amount Paid
Ottawa			
Shabbona Elementary School			
	Beuner, Catherine I. (Elementary)	8	$64.00
Lincoln Elementary School			
	Miller, Darlene H. (Elementary)	8	64.00
Pekin			
Pekin Elementary Schools			
	Wilson, Marjorie (P. E.)	5	40.00
Pekin High School			
	Bettisworth, Maurice H. (I. A.)	5	40.00
Peoria			
Peoria Elementary Schools			
	McMullan, Mary (Art)	5	40.00
Rockford			
Rockford Elementary Schools			
	Lindsey, Robert J. (P. E.)	5	40.00
West High School			
	Wyeth, John W. (Soc. Sci.)	5	40.00
Rock Island			
Senior High School			
	Martin, Philemon J. (Soc. Sci. and Speech)	10	80.00
Streator			
Streator High School			
	Brix, Mrs. Doris (Converse (Bus. Educ.)	5	40.00
	Mueller, Leonard W. (Geography)	5	40.00

III. OTHER EMPLOYEES

1. Resignations

   a. Miss Mary Lou De Mange, under the classification of Clerk Stenographer I, effective November 22, 1951, in order to be married.

   b. Mrs. Lois Francisco, part time student worker, effective November 13, 1951, in order to be with her husband who is in military service.

2. Death

   a. Mrs. Nellie Karlock, under the classification of Laundry Worker who recently retired, died on November 21. She had been in the employ of the University for sixteen years.

3. Change in Salary and Classification

   a. Mrs. Norma Auth from Secretary to the University Accountant to Assistant in Purchasing to fill a newly created position at a salary change from $229.00 per month to $250.00 per month effective from December 1, 1951.

4. Creation of New Positions

   a. Janitor I and the employment of a janitress to serve as a cleaning woman to care for additional requirements in the University Health Service Unit of the Special Education Building at a monthly salary of $150.00. The opening of the infirmary area of the Health Service Unit makes necessary this additional position.

   b. Assistant in Purchasing to meet existing need due to increase of work in the Business Office.

5. New Appointments

   a. Miss Phyllis Stiegelmeier, Executive Assistant in Education and Administration, effective November 23, 1951, at a salary of $200.00 per month, to work in the Business Office in place of Mrs. Lois Francisco, resigned.

   b. Miss Marilyn M. Wertz, as a part time student worker in the Alumni Office, effective November 16, at a salary of $90.00 per month, to take the place of Miss Mary Lou De Mange, resigned.

   c. Mr. Eugene T. Alexander, as Janitor I, effective October 16, 1951, at a salary rate of $160.00 per month, to take the place of Mr. Albert Ramseyer, retired.

   d. Mrs. Zennia Giles, as Janitor I, effective December 1, 1951, at a salary rate of $150.00 per month, to fill the position authorized in the Health Service Unit of the Special Education Building.

IV. THE ORGANIZATION

1. Calendar for the 1952-1953 School Year

A proposed calendar for the next school year is being submitted with this Board Report but will be presented at the time of the meeting, since final action on this by the University faculty will not take place until December 11 and by that time this report should be in the hands of Board members. This calendar, which conforms to that of previous years and is in accordance with that used by most of the other three schools, will be mailed prior to the Board meeting or presented on December 17.

V. THE CURRICULUM

1. Graduate School

The following changes and additions in graduate course offerings have been previously presented to the Graduate Committee of the Board and are here presented for Board action following the reaction of the Committee.

Department of Education and Psychology

NEW COURSES TO BE ADDED

351. Problems of the Cerebral Palsied — 2 semester hours

Problems of diagnosis, psychological evaluation and educational adjustments needed by the cerebral palsied. Relationship to other therapies. Observation and planned participation in a group of cerebral palsied. For experienced teachers, who wish to specialize in work with the cerebral palsied.

353. Education of Gifted Children — 3 semester hours

Organization of the program for the education of gifted children. Methods of identification, curriculum adjustments, creative activities, guidance, appraisal of progress, and parent relationships. For teachers, administrators and personnel workers.

359. Workshop for Teachers of Partially Sighted — 3 semester hours

Individual teaching problems. Review of recent educational literature and research on impairment of vision, adaptation of instructional materials to the conservation of vision, curriculum adjustments, personality problems, guidance, and other problems may be considered in the workshop. For teachers experienced in work with partially sighted.

455. Arts in the Education of Exceptional Children — 3 semester hours

Role of the arts in the education of exceptional children. Emphasis upon the values of creative experiences in art, industrial arts, home arts, and the possibilities of interrelating these experiences in the school program. Opportunity for observation and participation in classroom situations.

Department of Music

NEW COURSES TO BE ADDED

327. Music in America — 3 semester hours

Indigenous and borrowed influences in American music from the times of the early settlements through periods of expansion to present day activities. A background of American musical style and culture and an understanding of present trends will be developed.

353. History of Musical Instruments — 2 semester hours

Evolution of musical instruments from the origins to the present, with particular regard to music and general culture. The development of primitive, Oriental and Western instruments.

466. Tonal Measurement — 3 semester hours

Physical measurement of musical tone in relation to the problems of the music classroom, the rehearsal, and the performance.

Department of Physical Science

NEW COURSES TO BE ADDED

342. Descriptive Inorganic Chemistry II — 3 semester hours

To familiarize the student with such items as inorganic free radicals, carbonyls, metallo-organic compounds, hydrides, non-acqueous solutions. Prerequisite: Quantitative Analysis 204.

VI. BUILDINGS AND GROUNDS

1. Progress on Building and Site Work Activites

   a. Fell Hall. Some progress continues to be made on the additions to Fell Hall, although this has been very slow due to the lack of steel. The foundations are entirely completed and noticeable progress will be made with the arrival of structural steel. The dormer windows have been installed on the top floor of the building and the small tower in the center of the main structure has been completed.

   b. Self-Liquidating Dormitories. Both the dormitory for women and the dormitory for men are in use but there continues to be certain adjustments necessary especially in connection with the oil system heating plant which is not working in satisfactory manner. Every attempt is being made to get this to work continuously rather than to "kick off" at most inopportune times, especially on cold days. The kitchen and dining rooms are now practically ready for use and will probably be opened immediately after the Christmas vacation. In the meantime, students residing in these halls have had their meals at Fell Hall, where in a dining room originally constructed for 100 students, 478 have been fed three times each day on a "cafeteria" basis.

   c. Site Work. Activity in connection with site work on all parts of the campus has been largely suspended due to weather conditions. Good weather since the heavy snow in the early part of November has enabled the contractors to complete most of the necessary pouring of concrete for walks and drives at the Special Education Building, on the main campus to the south of Old Main, and around the new self-liquidating dormi-

tories. There remains a great deal of work to be done in landscaping all of these areas and in some further concrete work, especially in connection with the new dormitories.

d. Plans for New Elementary-Junior High School. Under the reappropriation of $170,000.00 and under the contract made with Lundeen and Hilfinger, and Schaeffer, Hooton and Wilson, work has been initiated on the preliminary drawing of plans for these additional facilities in connection with the student teaching program. Committees have been working with the architects in giving them an idea of the necessary amount and type of activities to be included in this structure.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS

1. Visitation by Legislative Committees

The combined committees of the Senate and House appointed for the Visitation of Institutions of Higher Education visited Illinois State Normal University on Friday, November 2. The entire Senate Committee was present and one member from the House Committee, the other two members of the House group being unable to be present. This was the longest and most satisfactory visit that has been made to I. S. N. U. within the memory of the present administration over a period of eighteen years. A desire to get information regarding the University as to building needs, the nature and functioning of the program of teacher education, and the receiving of reactions to the present new Board organization and other future possibilities, represented the chief purpose of the combined committees. The visitation at I. S. N. U. followed immediately one of similar nature at the University of Illinois

the previous day.

2. Visitation of Special Education Building

The new Special Education Building continues to attract many visitors of all types such as high school groups, insurance men (approximately 300 attending a convention in Bloomington), students from other universities, Women's Clubs, Parent Teacher Associations, and many others not coming as a part of any particular group. From April 15, 1951, to November 15, 1951, there were 1828 visitors who registered in the office in the Special Education Building and were conducted through the building. The range was from 51 in September to 429 in July, with almost the same number (415) in May.

X. SUMMARY

Consideration and favorable action by the Teachers College Board is requested and will be appreciated on the following recommendations:

1. Granting of leaves of absence to Mr. Wilbur Johnson and Mr. Joseph French.
2. Appointment of Miss Mary Keys, Mrs. Patricia Littlefield, Miss Eleanor Thoms, Mrs. Jeanine Ragsdale, Mrs. Frances Culbertson, Mrs. Mina Fenton, Mr. William G. Duval, Mrs. Mary J. Kurtz.
3. Sanctioning of pay for off-campus supervising teachers as indicated.
4. Acceptance of resignations of Miss Mary Lou De Mange and Mrs. Lois Francisco.
5. Change in salary and classification of Mrs. Norma Auth.
6. Creation of new position as Janitor I in connection with the cleaning service in the University Health Unit and a new position as Assistant in Purchasing in the Business Office.
7. Appointment of Miss Phyllis Stiegelmeier, Miss Marilyn Wertz, Mr. Eugene T. Alexander, and

Mrs. Zennia Giles to positions indicated.

8. Approval of proposed University Calendar for the 1952-1953 School Year.

9. Approval of additions in graduate course offerings as previously submitted to the Graduate Committee and to the Board in this report.

Respectfully submitted,

R. W. Fairchild

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING AT CHICAGO, ILLINOIS DECEMBER 17, 1951

To the Members of the
Teachers College Board of Illinois:

The following report is submitted for the Western Illinois State College:

I. STUDENTS

A. Enrollment, Fall Quarter 1951

	Men & Boys	Women & Girls	Total	Total One Year Ago
1. College				
a. On campus				
Graduates	68	38	106	115
Seniors	127	96	223	220
Juniors	166	83	249	270
Sophomores	169	173	342	381
Freshmen	244	191	435	576
Sub-total	774	581	1,355	1,562
b. Extension				
Graduates	22	48	70	24
Under-graduates	67	540	607	372
Sub-total	89	588	677	396
Total	863	1,169	2,032	1,940

	Men & Boys	Women & Girls	Total	Total One Year Ago
2. Secondary Schools				
Western High	58	71	129	121
Bardolph	26	25	51	58
Kewanee	302	338	640	651
Galesburg	488	490	978	1,001
Jacksonville	410	416	826	816
	1,284	1,340	2,624	2,647
3. Elementary				
Western Training School	126	137	263	276
Other Training Schools (Rural, Adair, Bardolph)	122	110	232	209
Total	248	247	495	485
GRAND TOTAL	2,395	2,756	5,151	5,090

B. Teachers College Scholarship Lists

1. I certify to the Teachers College Board that the persons of the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Western Illinois State College under the provisions of Section 30-1 of "The School Code" during the terms indicated:

   a. Second Summer Term 1951 -- vouchered September 12, 1951.

   b. Fall Quarter 1951 -- vouchered October 17, 1951.

C. Military Scholarship Lists

1. I certify to the Teachers College Board that the persons of the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Western Illinois State College

under the provisions of Section 30-5 of "The School Code" during the terms indicated:

a. First Summer Term 1951 -- vouchered December 3, 1951.

b. Second Summer Term 1951 -- vouchered December 3, 1951.

c. Fall Quarter 1951 -- vouchered December 3, 1951.

II. FACULTY

A. Resignations

None.

B. Leaves of Absence

1. Mr. Loren K. Robinson, Instructor in Agriculture, received orders to attend an Advanced Officers' Course at Ft. Sill, Oklahoma, and requested a leave of absence without salary for one year beginning October 17, 1951. He is an officer in the 44th Illinois National Guard Division which has been alerted for active military service early in 1952.

2. Dr. Jack A. Peterson, Director of Research, was ordered to active duty with the United States Navy for the period November 30 to December 16, 1951, inclusive.

C. Appointments

None.

D. Adjustments in Salaries

None.

III. OTHER SCHOOL EMPLOYEES

A. Resignations

None.

B. Leave of Absence

1. Mr. Robert Carl Monninger, Stationary Fireman, an officer in the 44th Illinois National Guard Division which has been alerted for active federal service, submitted a request for leave of absence without salary for one year beginning November 16, 1951. Mr. Monninger was ordered to attend an officers' training school prior to the activation of the Division.

C. Appointments

1. Mrs. Patricia Farris Suarez was employed December 1, 1951, as a Clerk Stenographer at $175.00 per month. She will work in the purchasing division of the Business Office.

2. Mr. Leon George was employed as a Maintenance Carpenter beginning November 1, 1951, to assist in the remodeling and repair of college housing projects. His salary is $240 per month. This is a temporary appointment for six months only, and his salary is being paid from Income Fund--Auxiliary.

3. Mr. Peter R. Bakas was employed beginning December 1, 1951 as Faculty Assistant at a salary of $250 per month. He will serve as assistant purchasing agent in the Business Office and will be given a new pay roll title under University Civil Service as of January 1, 1952.

4. Mr. Wendell Swanson was employed effective December 1, 1951 as Faculty Assistant in Printing Department. His salary is $325 per month. This is a temporary appointment.

D. Adjustments in Salaries

1. Senate Bill No. 621, which was passed by the 67th General Assembly, provides that Stationary Fireman are to be paid the prevailing rate; therefore, the salaries of the following employees were increased, effective December 1, 1951, to the rate estab-

lished by the agreement between the Teachers College Board and the International Union of Operating Engineers:

a. Clarence J. Inman -- increased from $220 to $275 per month.

b. Robert Edward Thrasher -- increased from $200 to $275 per month.

2. It is recommended that Mrs. Jeanne G. Pogue and Mrs. Edna E. Burress of the Business Office have their salaries adjusted from $270 to $290 per month and from $300 to $320 per month, respectively, effective January 1, 1952, due to the following reasons:

When we go under the University Civil Service System of Illinois on January 1, Mrs. Burress will be classified as Office Supervisor and Mrs. Pogue as Secretary. The classifications previously were Bookkeeper and Clerk Stenographer.

Both individuals are outstanding in performances and have assumed duties of a nature that calls for this recommendation. It is the policy of the Business Office not to employ additional persons but to secure people of this caliber and thereby have a more efficient and smaller staff.

E. Addition to the list of substitute teachers to be employed when needed at the rate of $12.00 per day:

1. Donald Jording, B.S. in General Agriculture, University of Illinois.

IV. ORGANIZATION

No report.

V. CURRICULUM

No report.

VI. BUILDINGS AND GROUNDS

The addition to Morgan Gymnasium is now in the process of being completed. Bids for the re-

pair of certain parts of the swimming pool will be obtained in the near future by the Division of Architecture and Engineering.

VII. AUXILIARY ENTERPRISES

No report.

VIII. STUDENT LIFE

A. The Student Council at Western has been actively engaged during the fall quarter in promoting and directing general student activities. Out of their own funds the students did the following:

1. They completed the sign, which I hope some of the Board members and visitors noticed when they were on our campus November 19, at the entrance to the college grounds. It is constructed from marble and stone, and gives the name of the college and the date of its founding.

2. They purchased a television set and placed it in the student lounge for the general use of the student body.

3. They purchased new uniforms for the cheerleaders for the college athletic teams.

4. On November 28, they took charge of and administered a dance from which all the proceeds were turned over to the Tuberculosis Association. A group of students, who normally charge from $90 to $100 for their dance orchestra, donated their services for this event.

The foregoing may all seem small items, but I wish to acquaint the Board with the fact that our Student Council does use its funds for projects and purposes which are beneficial to the students, to the college, and in the latter instance to the nation as a whole.

B. Mr. Jack Pensinger of Canton and Miss Joan Latherow of Oak Park were elected by the student body to be the 1951 Homecoming king and queen.

C. Green Door, dramatic club, brought the well-

known stage and screen star, to Western's campus on November 30, for a program entitled "An Evening with Charles Coburn."

D. The annual Christmas program by the Music Department is scheduled for the evening of December 17. Western's symphony orchestra and mixed chorus will give the program.

IX. MISCELLANEOUS

A. College calendar for 1952-53:

Fall quarter opens	September 8, 1952
Fall quarter closes	November 30, 1952
Winter quarter opens	December 1, 1952
Winter quarter closes	March 6, 1953
Spring quarter opens	March 9, 1953
Spring quarter closes	June 4, 1953
First summer term opens . . .	June 8, 1953
First summer term closes . .	July 17, 1953
Second summer term opens . .	July 17, 1953
Second summer term closes .	August 21, 1953
Fifty-first annual commencement	June 4, 1953
Homecoming	October 30 to November 2, 1952, inclusive.
Thanksgiving Recess	November 27 to 30, 1952, inclusive.
Christmas Holidays	December 20, 1952 to January 4, 1953, inclusive.
Spring Recess	April 18 to 26, 1953, inclusive.

X. SUMMARY

The approval of the Teachers College Board is requested for the following recommendations:

A. The lists of Teachers College Scholarship students for the Second Summer Term 1951 and the Fall Quarter 1951.

B. The lists of Military Scholarship students for the First Summer Term 1951, the Second Summer Term 1951, and the Fall Quarter 1951.

C. The leave of absence without salary for Mr. Loren K. Robinson for one year beginning

October 17, 1951.

D. The leave of absence for Dr. Jack A. Peterson from November 30 to December 16, 1951, inclusive.

E. The leave of absence without salary for Robert Carl Monninger for one year beginning November 16, 1951.

F. The appointment of Mrs. Patricia Farris Suarez as Clerk Stenographer I effective December 1, 1951 at $175 per month.

G. The appointment of Mr. Leon George as Maintenance Carpenter for six months beginning November 1, 1951 at $240 per month.

H. The appointment of Mr. Peter R. Bakas as Faculty Assistant effective December 1, 1951 at $250 per month.

I. The appointment of Mr. Wendell R. Swanson as Faculty Assistant at $325 per month effective December 1, 1951.

J. Increase in salary for Mr. Clarence J. Inman from $220 to $275 per month effective December 1, 1951.

K. Increase in salary for Mr. Robert Edward Thrasher from $200 to $275 per month effective December 1, 1951.

L. Increase in salary for Mrs. Jeanne G. Pogue from $270 to $290 per month effective January 1, 1952.

M. Increase in salary for Mrs. Edna E. Burress from $300 to $320 per month effective January 1, 1952.

N. Addition of Mr. Donald Jording to the list of substitute teachers.

O. The college calendar for 1952-1953.

Respectfully submitted,

F. A. BEU, President

REPORT OF THE NORTHERN ILLINOIS STATE TEACHERS COLLEGE

To be presented at the meeting of the Teachers College Board at Chicago

December 17, 1951

To the Chairman and Members of the Teachers College Board

Ladies and Gentlemen: I have the honor to submit the following report:

I. STUDENTS

1. Enrollment, Autumn Quarter, 1951

	Men	Women	Total	Total one year ago
Post Graduates	5	-	5	8
Seniors	205	157	362	359
Juniors	166	184	350	396
Sophomores	155	193	348	449
Freshmen	281	323	604	653
	812	857	1669	1865
Graduate Students	79	29	108	-
	891	886	1777	1865
Evening Classes	17	99	116*	121
Total - On-campus students	908	985	1893	1986
Extension	11	222	233**	149
TOTAL, COLLEGE	919	1207	2126	2091
McMurry Laboratory School	119	110	229	231

* Of the 116 enrolled in evening classes, 7 are duplicates, or students enrolled in more than one class.

** Of the 233 enrolled in off-campus extension courses, 4 are taking more than one course.

2. State Scholarships

We hereby certify to the State Teachers College Board that we are submitting to the co-ordinator a complete list giving the name and address of each student enrolled at the Northern Illinois State Teachers College for the autumn quarter,

1951 under a state teachers college scholarship. There are 580 names on the list, of which 1 was an extension student and 1 a graduate student.

II. FACULTY

1. Leave of Absence Without Pay

Miss A. Maurine Bloomster, assistant professor, McMurry Laboratory School, for the month of December and for the winter quarter, ending March 14, 1952, without pay, for health reasons. Miss Bloomster has been advised by her physician to take a leave of absence in order to regain her health.

2. New Appointments

Dr. Eino Johnson, associate professor, Department of Education, at a salary of $ 550 per month, beginning October 12. Dr. Johnson earned his bachelor's degree from Dartmouth College, his master's degree from Trinity College, and his doctor's degree from Yale University. He has had successful teaching experience in the public high schools in Connecticut, served as part-time instructor at Trinity College and at the University of Connecticut, organized a school and served as its headmaster at Zacapu, Mexico, and taught in Mexico City College in the Department of Education. Dr. Johnson comes to Northern from a position at Eastern New Mexico University.

Miss Elizabeth Thompson, faculty assistant, as a temporary replacement for the position vacated by Miss Bloomster, at a salary of $ 350 per month from November 1 until the end of the winter quarter, March 14. Miss Thompson is on leave of absence from the Avery Coonley school at Downers Grove where she has been teaching first grade and serving as supervising teacher for student teachers from the National College of Education. She has her bachelor's degree from the Superior State Teachers College, Superior, Wisconsin and was enrolled in the graduate school at Northern, which work she has dropped for the winter quarter.

3. Change in Salary

Miss Maxine Entwhistle, recorder, faculty assistant, from $330 to $350 per month as of November 1

Mrs. Martha Gillespie, IBM operator, faculty assistant, from $300 to $350 per month as of November 1

John Ferrara, graduate assistant, from half time to full time with change in salary from $75 to $150 per month, due to the drafting of Everett Greinke, assistant in the Department of Physical Science.

III. OTHER SCHOOL EMPLOYEES

1. Death

We are sorry to report the death of Mr. John Bernardin, Janitor I, who died on November 14. Mr. Bernardin had ably served the college for many years. He will be missed by me in particular because of his cheery greetings.

2. Resignations

Anne W. Beatty, Clerk-stenographer II as of October 6
Donald Lundgren, Janitor I as of September 30

3. Change of Status

Ferne B. Mullis, Bookkeeping Machine Operator I, from $224 to $252 as of September 1
Norma J. Walts, Clerk-typist I, from $196 to $215 as of October 1
Lillian M. Peterson, Domestic, from $165 to $175 as of October 1
Robert J. Rhoades, Maintenance Worker, from $266 to &275 as of November 1
Donald L. Fleming, Janitor I, from $185 to $212 as of November 5 (Mr. Fleming returned from leave of absence due to military service)

4. New Appointments

Carl Heaton, Bookkeeping Machine Operator I at $185 per month as of September 1

Emma Nelson, Domestic, at $200 per month as of September 1
Donna Mae Anderson, Switchboard Operator I at $165 per month as of September 1
Anne W. Beatty, Clerk-stenographer I at $225 per month as of September 1
Dorothy Bedick, Clerk Typist I at $180 per month as of September 1
Lillian Marie Peterson, Domestic, at $165 per month as of September 1
Steve Henry Woodward, Laundry Foreman I, at $211 as of September 10
Cleveland Brophy, Janitor I, at $185 per month as of October 1
Albert Hinkle, Maintenance Worker, at $225 per month as of October 5
Joseph Maas, Sr., Maintenance Worker, at $200 per month as of October 1
Jane G. Britton, Clerk-stenographer I, at $200 per month as of October 16
Harry O. Pepple, Maintenance Equipment, at $300 per month as of October 16
Fedele M. Compuzano, Janitor I, at $200 per month as of October 22
Samuel P. Halstead, Janitor I, at $185 per month as of October 22
Louis C. Lindemann, Janitor I, at $200 per month as of November 1
Nancy W. King, Clerk-stenographer I, at $225 per month as of November 5
William Harold Long, Maintenance Worker, at $225 per month as of November 5

IV. THE ORGANIZATION

We should like to submit for approval the college calendar for 1952-1953:

Autumn Quarter, 1952

Monday, September 8 ..... Faculty Meeting 3:00 P.M.
Tuesday, September 9 ..... New Students Week begins 8:00 A.M.
Saturday, September 13 ..... Registration for other students 8:00 A.M. - 5:00 P.M.
Monday, September 15 ..... Class work begins 8:00 A.M.
Friday, Saturday, October 18 ..... Homecoming
Friday, October 24 ..... Meeting of Rock River Division of I. E.A.

Autumn Quarter 1952 (continued)

Wednesday, November 26. . . . . Thanksgiving recess begins 12:00 Noon
Monday, December 1 . . . . . Class work resumes 8:00 A.M.
Tuesday, Wednesday, Thursday, December 2, 3, 4 . . . . . Examinations
Friday, December 5 . . . . . Quarter closes at end of school day

Winter Quarter, 1952-1953

Monday, December 8. . . . . Registration 8:00 A.M. - 3:00 P.M.
Tuesday, December 9 . . . . . Class work begins 8:00 A.M.
Friday, December 19. . . . . Christmas recess begins 12:00 NOON
Monday, January 5 . . . . . Class work résumes 8:00 A.M.
Monday, February 23 . . . . . Holiday
Tuesday, Wednesday, Thursday, March 10, 11, 12. . . . . Examinations
Friday, March 13 . . . . . Quarter closes at end of school day

Spring Quarter, 1953

Monday, March 16 . . . . . Registration 8:00 A.M.-3:00 P.M.
Tuesday, March 17 . . . . . Class work begins 8:00 A.M.
Wednesday, April 1 . . . . . Easter recess begins - close of school day
Tuesday, April 7 . . . . . Class work resumes 8:00 A.M.
Sunday, May 31 . . . . . Commencement 5:00 P.M.
Monday, Tuesday, Wednesday, June 1, 2, 3 . . . . . Examinations
Thursday, June 4 . . . . . Quarter closes at end of school day

Summer Session, 1953

Monday, June 25 . . . . . Registration 8:00 A. M.
Tuesday, June 16 . . . . . Class work begins 8:00 A.M.
Friday, August 7 . . . . . Summer session closes at end of school day

Autumn Quarter, 1953

Monday, September 14 . . . . . Faculty meeting 3:00 P. M.
Tuesday, September 15 . . . . . New Students Week begins 8:00 A.M.
Saturday, September 19 . . . . . Registration for other students - 8:00 P.M. - 5:00 P. M.

V. THE CURRICULUM

1. The Graduate School

On October 17, detailed descriptions of courses on the graduate level, including some on the undergraduate level, were sent to the members of the Curriculum Committee of the Board, asking for approval of this work so that it may be included in the catalog. These are as follows:

a. A request submitted jointly by the Education Department and the English Department

that the numbering of the course entitled "Problems in the Teaching of Reading" be changed from Education 582 to Education 482 and from English 582c to English 482.

b. A request from the Department of Business Education for approval of a graduate major in Business Education which includes ten graduate courses, as follows:

500 - Principles and Problems of Business Education
510 - Administration and Supervision of Business Education
520 - Improvement of Instruction in Stenography
521 - Improvement of Instruction in Typewriting
522 - Improvement of Instruction in Bookkeeping
523 - Improvement of Instruction in General Business
530 - Seminar in Consumer Problems
540 - Financial Statement Analysis
550 - Practicum in Office Machines
560 - Seminar in Marketing

Because there is a tremendous need for graduate work in business education in this area, we hope that the committee and the Board will consider our request favorably. We should like to include descriptions of these courses in the catalog.

c. Request for approval of the following faculty members to teach graduate courses in business education:

Dr. Francis R. Geigle, head of the Department of Business Education, has his bachelor's degree from Susquehanna University, his master's and doctor's degrees from New York University in the Administration and Supervision of Business Education. He has had experience teaching in both high school and college and was for ten years head of the department at Montclair State Teachers College, Montclair, New Jersey. He has also had experience in the field of banking.

Dr. Cleo P. Casady earned his bachelor's degree from the Kirksville, Missouri Teachers College, his master's and doctor's degrees from the University of Iowa in business education. He has had experience in teaching in high schools and college as well as in the field of business.

Dr. Forest W. House earned his bachelor's degree from Ohio University, his master's and doctor's degrees in business administration from Ohio State University. He has had teaching experience in high schools and college.

d. Request for approval of the following faculty members to teach in the Graduate School:

Dr. Eino Johnson, Department of Education, has his bachelor's degree from Dartmouth College, his master's degree from Trinity College, and his doctor's degree from Yale University. He is classified as associate professor. Dr. Johnson has had extensive teaching experience in the secondary schools of Hartford, Connecticut, taught at Yale University, organized a school in Zacapu, Mexico, and served as Professor of Education at Mexico City College. He came to Northern from a position at Eastern New Mexico University.

Mr. Howard B. Leavitt, assistant director of student teaching, has his bachelor's degree from Dartmouth College, his master's degree from Teachers College, Columbia, and expects to have his doctor's degree some time in February at the close of the semester at Teachers College. He has had teaching experience in high schools.

Dr. Thomas A. Ringness, associate professor, Department of Education, has his bachelor's degree from Central State Teachers College, Stephens Point, Wisconsin, his master's degree and doctor's degree from the University of Wisconsin. He has taught in high schools in Illinois, North Dakota, and Wisconsin, served as graduate

assistant at the University of Wisconsin, and was employed by the Armed Forces Institute at Madison, Wisconsin.

2. Addition of Minor in Library Science

With the completion of the Swen F. Parson Library this spring, it is anticipated that the college will be able to offer a minor in library science. This work is greatly needed in the northern part of the state. With the beginning of the spring term, the room in the new library will be available for this work. We should like approval of the Board to offer library science as a minor. The present staff is qualified to handle the work.

VI. BUILDINGS AND GROUNDS

1. Drinking Water

There has been considerable difficulty since September in obtaining a satisfactory water report from the Department of Public Health. At the meeting at Charleston in October, we reported that the water situation on campus had improved but that apparently there is a certain amount of polution on the campus from the city mains. The last test taken on November 26 shows that the water was safe to drink but the continued safety of the supply is not assured because of sanitary defects.

It has been recommended to us that in the next biennium, we ask for sufficient funds to make it possible to install a much larger water main through the campus, for when certain machines are operating in the heating plant or at certain times of day when there is a heavy demand for water, it is impossible to obtain water for the top floors of our residence halls where washroom facilities are located.

2. Gilbert Hall

Starting with January, it is hoped that we will be able to open the south half of the second and third floors of Gilbert Hall. Even with these two floors available, we will have approximately 50 students still desiring to live in the residence.

3. Swen F. Parson Library

Progress on the Parson Library is extremely slow. However, the building is enclosed so that the men can work throughout the winter.

The staff at Northern is planning to dedicate Gilbert Hall and the Parson Library on Sunday, May 18, preceding the meeting of the Board scheduled for DeKalb. We should appreciate it if Board members would keep this date open.

VII. AUXILIARY ENTERPRISES -- A

Teachers College Income Fund
July 1, 1951 -- September 30, 1951

RECEIPTS

Balance, July 1, 1951		$51,626.67
Barracks, Rental	$4,657.78	4,657.78
		$56,284.45

EXPENDITURES

Personal Services		
Salaries	1,843.00	
Contractual Services		
Telephone and Telegraph	52.40	
Repairs and Maintenance of Real Property	38,912.70	
Miscellaneous Repairs	86.91	
Rental of Motor Vehicles	355.50	
Gas and Electricity	1,709.64	
Miscellaneous Utilities	130.42	
Professional and Technical Services	150.00	
Waste removal cleaning and ext. service	72.08	
Office Expenses		
Miscellaneous Office Expenses	819.00	
Commodities		
Stationery-printing and office supplies	176.77	
Maintenance materials	362.07	
Motor and mechanical supplies	260.96	
Household, laundry and cleaning supplies	7,916.22	
Miscellaneous Commodities	241.04	
Equipment		
Office furniture and equipment	17.94	
Household Equipment and furnishings	2,045.69	
		55,152.34
Balance - Surplus of Receipts over Expenditures		$ 1,132.11

B. Bond Issue

Teachers College Board Bond Revenue Fund
Profit and Loss Statement
Men's Residence Hall
July 1 -- September 30, 1951

	WILLISTON HALL	ADAMS HALL	TOTAL	
Sale and Fees				
Food	$ 8,798.50	14,732.75	23,531.25	
Room	4,376.87	7,422.00	11,798.87	
	13,175.37	22,154.75		35,330.12
Less: Operating Expenses				
Personal Services	7,423.34	8,873.26	16,296.60	
Other commodities	727.87	1,225.63	1,953.50	
Contractual services	3,202.21	1,624.07	4,826.28	
Office expenses	965.69	965.70	1,931.39	
*Cost of Sales	3,200.28	7,574.83	10,775.11	
Travel	22.80	------	22.80	
	15,542.19	20,263.49		35,805.68
NET LOSS ON OPERATIONS:				475.56
Less: Other Expenses				
Amortization of Bond issue			9,671.25	
Bond interest expense			225.00	9,896.25
NETT LOSS FOR PERIOD				10,371.81
*** Cost of Sales (Detail)**				
Food inventory 7/1/51	2,510.64	2,195.47	4,706.11	
Food purchases during period	3,951.00	7,785.65	11,736.65	
	6,461.64	9,981.12	16,442.76	
Less: food inventory 9/30/51	3,261.36	2,406.29	5,667.65	
COST OF SALES	3,200.28	7,574.83	10,775.11	

Teachers College Board Bond Revenue Fund
Profit and Loss Statement
Cafeteria and Tea Room
July 1 -- September 30, 1951

	STUDENT FEES	CAFETERIA	TEA ROOM	TOTAL	
SALES:	5,000.00	16,123,91	9,508.40	30,632.31	
Less: cost of sales*		7,430.27	4,965.15	12,395.42	
Gross Profit on Sales	5,000.00	8,693.64	4,543.25		18,236.89
LESS: Operating expenses					
Personal services		6,138.59	5,115.12	11,253.71	
Contractual services		947.15	527.82	1,474.97	
Other commodities		373.39	201.13	574.52	
		7,459.13	5,844.07		13,303.20
Net profit on Operations:					4,933.69
Less: other expenses					
Interest expense					137.00
NET PROFIT FOR PERIOD					4,796.69
*Cost of Sales (Detail)					
Food inventory 7/1/51		2,134.65	1,918.73	4,053.38	
Food purchases		7,624.84	5,373.31	12,998.15	
		9,759.49	7,292.04	17,051.53	
Less: food inventory 9/30/51		2,329.22	2,326.89	4,656.11	
COST OF SALES		7,430.27	4,965.15	12,395.42	

VIII. STUDENT LIFE

For the first time in many years Northern has finished the regular football season undefeated and untied! At the beginning of the season we felt we would be fortunate if we broke even but as the season progressed, the team seemed to improve. It seems to us that this team was unusual in that it was composed of students whose scholarship is well above average. Another important factor in winning the championship was the cooperation of the entire student body, the staff, and the townspeople.

We would not be presenting a complete picture if we did not mention the fact that our students were disappointed in not being permitted to play in the Bowl game. On the other hand, when they had had

an opportunity to think it over, their reaction was one of a high calibre student body.

IX. MISCELLANEOUS

State Travel

At the meeting of the faculty on November 14, 1951, the following motion was made from the floor:

> "I move that the faculty, through its president, ask the Teachers College Board to change the allowance of 6¢ per mile for private automobiles to an allowance that will more nearly cover the expense incurred."

This request was originally made on December 6, 1950 at the faculty meeting and was included in the board report of January 22, 1951. At the request of the faculty, we are submitting this motion to the members of the present Teachers College Board for their consideration which we hope will be favorable.

X. SUMMARY

Approval is requested on the following:

1. Granting of leave of absence to Miss Bloomster under the conditions indicated.
2. Approval of the appointments of Dr. Eino A. Johnson and Miss Elizabeth Thompson under the conditions indicated.
3. Approval of the change in salaries as indicated.
4. Acceptance of the resignations of employees listed.
5. Approval of the change of status of employees listed.
6. Approval of new appointments of employees listed.
7. Approval of the college calendar for 1952-1953.
8. Approval of the change in numbering of graduate courses in English and Education as indicated.
9. Permission to offer courses in business education on the graduate level as indicated.

10. Approval of the addition of the faculty members in business education to the graduate faculty staff as listed.

11. Approval of the addition of the faculty members in Education and student teaching to the graduate faculty staff as listed.

12. Permission to offer a minor in library science on the under-graduate level as indicated.

Respectfully submitted,

LESLIE A. HOLMES
President

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD
Room 1615 - State of Illinois Building
160 N. La Salle Street
Chicago, Illinois
December 17, 1951

The scheduled meeting of the Teachers College Board and the College Presidents convened at 9:00 A.M. in Room 1615 of the State of Illinois Building, 160 N. LaSalle Street, Chicago, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Mr. Royal A. Stipes, Jr.

The following Board Members were absent:

Dr. Lester O. Schriver
Mr. Lewis M. Walker

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

Chairman Wirtz advised that both Dr. Schriver and Mr. Walker had intended coming to the meeting, but circumstances prevented them from coming.

The first matter of business before the Board was the approval of the minutes of the meeting of November 19, 1951.

Prior to a motion for the approval of said minutes, Mr. Stipes suggested that on Page 15 under the heading MISCELLANEOUS the words " . . and in an effort to de-emphasize athletics" be deleted.

There being no further corrections to the minutes, Mr. Stipes moved that the minutes be approved as amended. The motion was seconded by Dr. Pois and unanimously carried.

REPORTS OF OFFICERS OF BOARD

Chairman Wirtz reported on the reactions which resulted due to the action taken by the Board at the last meeting regarding post-season football games. He reported there was much criticism, particularly from the newspaper and people interested in athletics.

He also reported that he had addressed a letter to

President Holmes setting forth some of the reasons which prompted the Board to take the action they did.

Following much discussion in which the Board Members reaffirmed the position they took regarding this situation, Dr. Reavis moved that Mr. Wirtz's letter to President Holmes be embodied in the minutes. The motion was seconded by Dr. Nickell, unanimously carried, and the letter is as follows:

"Dear President Holmes:

"A considerable amount of criticism of the recently adopted policy of the State Teachers College Board in regard to post-season football games suggests that there may be some misunderstanding of the background for this action. The following statement is entirely unofficial; it is not meant to be controversial. Nor is it made as a 'defense.' The public is, however, entitled to a somewhat more complete statement than it was possible for the press services to give in their early release.

"It evidently has not been fully realized that this Board is made up of men and women intensely and sincerely interested in the educational program. Any decisions they make are not arbitrary; they are made in good faith and because they honestly feel they are in the best interests of the colleges they have been appointed to administer.

"That the Board realizes the educational value of athletics, and of interscholastic contests, is evidenced by the large expenditures they have authorized to support these projects. The recent action grew out of the feeling that beyond certain limits the advantages of athletics may well be lost and it could even become a detriment to the educational program. In the opinion of the Board that point seemed to be at the end of a long, 'regular' season--with perhaps leeway for one post-season game at the time of the Thanksgiving week end.

"Such a game as the contemplated New Year's game in a Florida bowl would involve keeping a squad in training for a period of almost seven weeks beyond the regular season. The game itself would be played during a vacation time but between four and five weeks of the training would be during the school term. There are many other considerations that led to the Board action and they all grow out of the fact just mentioned. In the opinion of the Board a project of this kind would interfere very seriously

with the work of the school and would not offer adequate compensation.

"It should be noted that very few educators anywhere look with anything but serious disfavor upon programs of this kind. In fact, the very great emphasis on this field is being recognized the country over as a real educational problem, the policy-making council of the National Collegiate Athletic Association was holding a special meeting called to deal with nationa-wide problems of the same character. It has since reported 'a strong prevailing sentiment against post-season games' and is urging amendment to the Association's rules restricting the season in a way that may eliminate all bowl games. Counseling with N.C.A.A. representatives were representatives of the National Football Writers Association and the American Council on Education -- making up a broadly representative group. Very obviously the problem has become so critical that, if college athletics is to be saved for the very great values it has, it can be solved only by dodging some of its extremes. It was in an honest effort to do that very thing that this policy of the Board was declared.

"It is certainly unfortunate that this action had to come at just the time when the local college might have had the opportunity for an experience that could not help seeming very attractive. But the issue itself came so suddenly that it was not anticipated. If it had been anticipated earlier, a request for participation would have been made sooner and the decision would not have seemed 'arbitrary.' Of course, this is really not a 'new' policy. The question of a game of this kind has not been raised in our schools before and it is almost certain that if it had been raised the answer would have been the same as now This position of the Board seemed so important, both to education and to athletics itself, that the issue had to be met in this way even though it involved a disappointment to one school whose request raised the question at this time.

"The above statement cannot adequately cover the case but it will perhaps give the answer to some questions that have been raised. Naturally, those who have protested have felt in their enthusiasm that there could be no reason for a position so different from their own. This statement is in no sense an attempt to convince them; only an effort to give the public a little fuller statement than just the

bare report of a Board resolution could offer.

Very truly yours,

W. W. Wirtz."

It was suggested by several Board Members that consideration be given post-season basketball tournaments, which would, in the very near future, present a similar problem.

Following much discussion Mr. Stipes moved that we ask the faculty representatives of the I.I.A.C. Conference of the four schools under the supervision of the Teachers College Board what their recommendations would be about post-season basketball tournaments, and give us a report prior to the meeting of the Board on January 28, 1952. The motion was seconded by Dr. Reavis and unanimously carried.

While on the subject of athletics, Dr. Nickell moved that the Chairman of each Advisory Committee contact the college and make a report to the Board on the intramural program at each of the four schools, which would include a time-clock record of the time spent in practice by a first team member. The motion was seconded by Dr. Reavis and unanimously carried.

Dr. Pois moved that an Athletic Committee of the Board be established to consider the whole question of athletics, intramural as well as intercollegiate, and to also look into the whole problem of the physical well-being of the students. The motion was seconded by Dr. Nickell and unanimously carried.

Following this motion Chairman Wirtz appointed the following members to comprise the Athletic Committee:

Mr. Stipes, Chairman
Mr. Austin
Mr. Bohrer
Mrs. Harris
Mr. Wirtz

Dr. Browne presented his fourth report together with a supplement as Executive Officer and Educational Coordinator which consisted of five parts; namely, Part One: Teachers College Scholarships; Part Two: College Enrollments, 1950 and 1951; Part Three: Board Practices; Part Four: Reaction to Possibility of Limiting Length of Basketball Season; Part Five: Suggestions Concerning Presidents' Reports.

With regard to the reporting of enrollment, Dr. Pois suggested that Dr. Browne arrange for a meeting with Dr. Potthoff, who is a Research Consultant for the Council on Higher Education, in an effort to arrive at a basis for reporting enrollments. This suggestion was unanimously approved.

Mr. Lanphier, Financial Coordinator and Secretary, advised that he was still securing data on the general bond coverage and general coverage on theft, and other than that he had no report to make at this time.

FORMAL REPORTS OF PRESIDENTS

Dr. Buzzard presented his report on Eastern Illinois State College with the request that the following corrections be made: On Page 10, under the heading VI. BUILDINGS AND GROUNDS, delete Item 3., on Page 11, under the heading IX. MISCELLANEOUS, delete Item 3., and on Page 12, under the heading X. SUMMARY, delete Item 11.

On Page 11 of Dr. Buzzard's report two requests are made for the expenditure of funds out of the Construction Account, Self-Liquidating Project; namely, permission to expend, not to exceed $2,000.00, for the purchase of 20,000 gallons of fuel oil to be used in testing the heating equipment and to use during interior construction, and secondly permission to expend $470.00 to provide concrete anchorage for the fuel tanks for the storage of the above-mentioned fuel oil.

Following Board policy, which requires a roll call vote on the expenditure of funds not approved at the time the respective budgets are approved, Mr. Austin moved that the requests for the total expenditure of $2,470.00 for the above-mentioned purchases be approved. The motion was seconded by Mrs. Harris, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Dr. Nickell	Absent
Dr. Pois	Aye
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Following little discussion Mr. Austin moved that the report on Eastern Illinois State College be approved as corrected. The motion was seconded by Mrs. Harris and unanimously carried.

Dr. Fairchild presented his report on Illinois State Normal University with the request that a minor correction be made on the cover of his report changing the name of the place of this meeting from Springfield to Chicago.

Since there was nothing controversial about the report, Mr. Stipes moved that the report be approved as amended. The motion was seconded by Mr. Bohrer and unanimously carried.

Dr. Fairchild requested permission to purchase 2 -- Dictaphone Time Master Dictators and 1 -- Dictaphone Time Master Transcriber Unit at a cost of $ 1,360.00.

Inasmuch as the request for this purchase indicated that competitive bids had not been taken on these items, Mr. Stipes moved that the authorities at Illinois State Normal University call for bids from three or four concerns, and that the Advisory Committee of Normal be authorized to act for the Board in accepting or rejecting the bids received. The motion was seconded by Dr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Dr. Nickell	Absent
Dr. Pois	Aye
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild next requested permission to requisition for their annual light bulb requirements.

Three bids had been received, the low bid being submitted by the A. W. Sikking Company of Springfield, Illinois at a cost of list price less 46-3/4% discount.

Mr. Bohrer moved that we accept the low bid sub-

mitted by the A. W. Sikking Company for the annual light bulb requirements at Illinois State Normal University. The motion was seconded by Dr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Dr. Nickell	Absent
Dr. Pois	Aye
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild next requested permission to expend $1,415.85 for additional excavation, form work and reinforced concrete due to the encountering of unsatisfactory bearing soil, which proposal has been recommended by the Division of Architecture and Engineering in their letter of December 4, 1951.

Following much discussion it was unanimously agreed that this matter should be submitted to the Attorney General with the request that he render an opinion as to whether Illinois State Normal University or the contractor should bear the expense of this addition to contract.

Dr. Fairchild reported that due to an error on his part he agreed to pay the traveling expenses, in the amount of $50.00, of Dr. Ruth Freyberger who traveled to Normal to be interviewed for a position.

Following some discussion Mr. Bohrer moved that we authorize the payment of $50.00 for the traveling expenses incurred by Dr. Ruth Freyberger in coming to Normal to be interviewed for a position. The motion was seconded by Dr. Pois, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Dr. Nickell	Absent
Dr. Pois	Aye
Dr. Puffer	Aye
Dr. Reavis	Aye

Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild reported that he regretted to advise of a shortage of $480.00 in the collection of fees for the first semester. He advised that a thorough investigation had been made, figures had been checked and rechecked for a possible error in computation, and every effort had been made to find the loss. However, the efforts proved futile.

It was brought out in the discussion, however, that the system used in receiving and reporting collections is quite unsatisfactory. A study is now being made to inaugurate a better and uniform system of receiving and recording collections in all four schools. Recommendations will be made by the Central Office in the near future.

Dr. Beu presented his report on Western Illinois State College with the request that on Page 6 under the heading IX. MISCELLANEOUS the date the Fall Quarter closes should be November 30 instead of November 26.

Dr. Beu also presented for the Board's consideration the request to give, grant, and convey to the City of Macomb a perpetual easement or right of way to lay, construct, use, repair and maintain an 8 inch sanitary sewer and manhole on and across certain property owned by Western Illinois State College at a cost of $1.00.

Following but little discussion Mrs. Harris moved that the report be approved as corrected and the easement be authorized as presented. The motion was seconded by Mr. Bohrer and unanimously carried.

Dr. Beu reported, for Board information, that contract in the amount of $15,960.00 had been let to Ostrom and Maguire for Repairs to Swimming Pool, and another contract in the amount of $16,272.00 had also been let to Ostrom and Maguire for the General Work in connection with the Addition to Power Plant.

Dr. Holmes presented his report on Northern Illinois State Teachers College with the request that on Page 4 under the heading IV. THE ORGANIZATION the date of Tuesday, November 11 be stricken from the calendar for

the Autumn Quarter, 1952, and on Page 11 under the heading X. SUMMARY, Item 13 also be stricken from this report.

Dr. Puffer moved that the report be approved and amended. The motion was seconded by Mr. Austin and unanimously carried.

Dr. Holmes submitted a number of requests for the expenditure of funds.

He requested permission to purchase a Concert Grand Piano. Competitive bids were received, and the low bid was submitted by the Baldwin Company in the amount of $ 3,051.25.

Mr. Stipes moved, after some discussion, that we authorize the purchase of the Baldwin Grand Style F, Ebony Grand, 7 feet, at a cost of $ 3,051.25. The motion was seconded by Dr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Nay

The motion was carried by a vote of five to one.

Dr. Holmes next requested permission to have the Annual Graduate School Catalog published at a cost of approximately $ 1,500.00. Publication is on a bid basis, using the facilities of the Division of Printing.

Following but little discussion Mr. Bohrer moved that we authorize the publication of the Annual Graduate School Catalog, and that in the future all regular catalogs and bulletins should be contracted for without further Board action. The motion was seconded by Dr. Reavis, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent

Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes requested permission to expend $ 1,395.00 for the substitution of aluminum lead covered cable instead of lead covered copper cable as recommended by the Division of Architecture and Engineering.

Mr. Austin moved that we approve the extra $ 1,395.00 for the substitution of aluminum lead covered cable in the Men's Residence Hall at Northern Illinois State Teachers College as recommended by the Division of Architecture and Engineering. The motion was seconded by Dr. Reavis, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes requested permission to expend $ 212.00 for plastering of certain areas in the Men's Residence Hall as per a proposal submitted by the Associate Architects.

Mr. Stipes moved that we accept the proposal submitted by the Associate Architects of $ 212.00 for additional plastering in the Men's Residence Hall. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent

Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes requested permission to expend $61.60 for the construction of a concrete pit in the boiler room of the Men's Residence Hall for the condensation pump.

Mr. Stipes moved that we approve the expenditure of $61.60 for the construction of a concrete pit in the boiler room of the Men's Residence Hall for the condensation pump. The motion was seconded by Mr. Bohrer, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes reported that bids for the Repairs to the Roof and Gutters of the Administration Building were opened on December 11, 1951, and the low bid recommended by the Division of Architecture and Engineering for this work was submitted by Fred Bergland & Son in the amount of $23,588.00, and approval of this low bid is hereby requested.

Mr. Bohrer moved that we accept the low bid submitted by Fred Berglund & Son in the amount of $23,588.00 for the Repairs to the Roof and Gutters of the Administration Building as recommended by the Division of Architecture and Engineering. The motion was seconded by Dr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes advised that bids on draperies, venetian blinds, and other equipment of a similar nature for the Library Building will be opened by the Division of Architecture and Engineering on December 18, 1951. In order for the Board to be able to accept or reject the bid recommended by the Division of Architecture and Engineering within the 30 day limit, and since the Board will not meet again until January 28, 1952, which would extend the period beyond the 30 day limit, Dr. Holmes requests that the Advisory Committee of Northern be authorized to accept or reject the recommendation of the Division of Architecture and Engineering.

Mr. Bohrer moved that the Advisory Committee of Northern be given authority to accept or reject the recommendation of the Division of Architecture and Engineering in connection with the purchase of draperies, venetian blinds, and other equipment of a similar nature for the Library Building. The motion was seconded by Mr. Stipes, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Absent
Dr. Nickell	Absent
Dr. Pois	Absent
Dr. Puffer	Aye
Dr. Reavis	Aye
Dr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Absent
Mr. Wirtz	Aye

The motion was unanimously carried.

REPORTS OF COMMITTEES

In Dr. Fairchild's and Dr. Holmes' reports requests were made for the approval of certain departments and courses on the graduate level.

Dr. Nickell reported that this material has been reviewed by the Graduate and General Curriculum Committee and the following is the report and recommendations of the Committee:

ILLINOIS STATE NORMAL UNIVERSITY

1. Recommend the approval of courses for graduate credit No. 361 - 2 semester hours; No. 353 - 3 semester hours; No. 359 - 3 semester hours; No. 455 - 3 semester hours, all in the field of Special Education and in the Department of Education and Psychology.

2. Recommend the approval of three courses in the Department of Music for graduate credit No. 327 - 3 semester hours; No. 353 - 2 semester hours; and No. 466 - 3 semester hours.

3. Recommend the approval of course for graduate credit No. 342 - 3 semester hours in the Department of Physical Science.

NORTHERN ILLINOIS STATE TEACHERS COLLEGE

1. Recommend approval of the Department of Business Education for graduate work, but Library must be greatly improved and enlarged.

2. Recommend the approval of courses No. 500, 510, 520, 521, 522, 523, 530, 540, 550, and 560 for graduate credit in the Department of Business Education.

3. Recommend approval of a course in Social Science labeled a seminar (495) (not work shop) for summer session only. 6 quarter hours credit, but may be taken for 3 quarter hours for either the first or second four week period. The content and scope of the offerings in either content given in this field.

Course No. 485 is not approved for graduate work.

Further recommend that the programs of graduate work be reviewed in each institution by the Graduate

Committee to ascertain that the work done is as first outlined and the standards are being maintained and any other feature that should be called to the Committee's attention by the colleges.

Dr. Nickell moved that the report and recommendations of the Graduate Committee be approved. The motion was seconded by Dr. Reavis and unanimously carried.

MISCELLANEOUS

Mr. Bohrer presented and moved the adoption of the following resolution.

When the employer negotiates with any individual, group of individuals or organization acting on behalf of any group of employees, it may require such person or agency to present proof that he or it represents more than 50% of the employees of the group or classification and that he or it is authorized to represent them.

The motion was seconded by Mr. Stipes and unanimously carried.

Dr. Reavis moved that the report entitled "The Role of the Advisory Committees of the Teachers College Board", which had been previously submitted to the Board for study and consideration, be accepted as submitted and placed on file. The motion was seconded by Mr. Austin and unanimously carried.

There being no further business before the Board Mr. Austin moved that the meeting be adjourned until the next scheduled meeting of the Board on January 28, 1952, in Chicago, Illinois. The motion was seconded by Dr. Puffer and unanimously carried.

W. W. WIRTZ
Chairman

CHAS. G. LANPHIER
Secretary

INFORMAL REPORT
Eastern Illinois State College
January 28, 1952
CHICAGO

To the Teachers College Board,

Ladies and Gentlemen:

The following items are presented for your informal consideration:

I. Personnel Changes

A. Dr. Elbert R. Moses, Jr., Associate Professor of Speech, was called to active duty from the Signal Corps Reserve, U.S. Army, as of January 23, 1952, and requests leave of absence until September 1, 1953.

B. Employment of Mrs. Mary Moses as a Substitute Instructor of Speech, to carry on the duties of Dr. Moses, from January 23, 1952, until a full-time substitute can be secured, at a salary of $400 per month.

II. Report on additional costs of Home Management Houses, to be paid from the appropriation for CONTRACTUAL SERVICES.

A. Additional glass tile and aluminum molding in four bathrooms . . . . . $ 311.60

Molding	$ 145.60
Tiling	166.00
	$ 311.60

by: Bacon & Van Buskirk Glass Company
719 South Neil Street, Champaign, Illinois

B. Painting closets, papering two walls, and change to three coats in certain areas . . . . . $ 570.00
by: Harry Fritsch & Sons,
Springfield, Illinois

C. Change in electrical fixtures beyond contract allowance, including light bulbs needed . . . . . $ 277.80
by: Young & Foote, 1910 Western Avenue, Mattoon, Illinois

D. Replacement of gutters to quality acceptable to State Supervisor . . . . . $ 740.00
by: Industrial Roofing Company
124 North 15th Street, Mattoon, Illinois TOTAL $ 1,899.40

III. Rehabilitation Projects

A. On January 10, 1952 the Division of Architecture and Engineering, as a part of the rehabilitation program, recommended the expenditure of $ 6,607.00 for new stage curtains (flame proof), and new stage equipment (safe construction) for the Auditorium, Main Building, with Art Drapery Studio, 2003 N. Sedgewick St., Chicago, as low bidder. Plans were drawn by the Division of Architecture and Engineering, and this expenditure is chargeable against Release No. 44, October 24, 1951, of $ 54,000 plus addition of $ 4,815.97 released by Governor Stevenson on November 26, 1951, as part of planned rehabilitation.

B. (deleted)

C. (deleted)

D. On December 5, 1951, the State Supervising Architect approved a change in the signalling equipment and wiring for the Residence Halls, adding $ 49.00 to contract No. 66479 for the Leverenz Electric Company. Action of the Board is requested on this item.

Respectfully submitted,

ROBERT G. BUZZARD
President

TEACHERS COLLEGE BOARD

Auxiliary Enterprise No. 1

EASTERN ILLINOIS STATE COLLEGE

PEMBERTON HALL

July 1, 1951 thru December 31, 1951

RECEIPTS:			
Collected for board	16,135.50		
less collections for period after 12/31/51	1,881.09	14,254.41	
Collected for Room rent	5,745.58		
less collections for period after 12/31/51	670.86	5,074.72	
Guest Fees		169.25	
Radio and Fan Fees		47.50	19,545.88
EXPENDITURES:			
Cost of food			
Inventory July 1, 1951	1,640.23		
Purchase of food	5,102.48		
Food invoices unpaid	1,158.25		
	7,900.96		
Less inventory 12/31/51	2,629.46		
Total cost of food		5,271.50	
OTHER EXPENDITURES:			
Salaries			
Civil Service, Food service	2,790.00		
Civil Service, Dormitory	3,270.00		
Faculty, food service	1,075.00		
Faculty, Dormitory	1,643.00		
Student, food service	1,683.30		
Student, Dormitory	968.95		
Contractual Services	1,450.02		
Unpaid bills holding	317.42		
Commodities, other than foods	228.01		
Unpaid bills holding	274.69		
		13,700.39	18,971.89
Excess of income over expenditures			$ 573.99

Auxiliary Enterprise - No. 2

EASTERN ILLINOIS STATE COLLEGE

CAFETERIA

July 1, 1951 thru December 31, 1951

RECEIPTS:			
July 1st thru December 31,		19,645.24	
Change on hand		100.00	
Accounts receivable owed by the Administration		954.99	20,700.23
EXPENDITURES:			
Cost of food consumed			
Inventory July 1, 1951	2,200.82		
Purchase of food	10,640.99		
Food invoices unpaid	2,621.49		
	15,463.30		
Less inventory 12/31/51	2,156.02		
Total cost of food		13,307.28	
OTHER EXPENDITURES:			
Personal Services, Civil Service	3,630.00		
Personal Services, Faculty	2,275.00		
Personal Services, Student	285.80		
Contractual Services	471.58		
Unpaid bills holding	107.42		
Commodities, other than food	149.57		
Unpaid bills holding	52.98	6,972.35	20,279.63
		Excess profit over expenditures	$ 420.60

Nothing has been deducted for heat, water, or janitorial service, or electricity.

Auxiliary Enterprise - No. 3

EASTERN ILLINOIS STATE COLLEGE

HOUSING

July 1, 1951 thru December 31, 1951

RECEIPTS:	
July 1st thru December 31st, 1951, Rent	15,233.87
Rents Receivable	2,028.82
	17,262.69

TEACHERS COLLEGE BOARD

EXPENDITURES:		
Personal Services		
Civil Service	1,127.50	
Student	776.85	
Contractual Services	105.40	
Electricity	1,642.01	
Commodities	316.53	
Fuel Oil	4,847.80	
Equipment	6.25	
Unpaid bills holding	562.42	9,384.76
Excess income over expenditures		$ 7,877.93

The first six months of the season is light firing season for housing and in all probability the cost of fuel and electricity during the remaining fiscal year will reduce the amount of apparent profit.

Auxiliary Enterprise - No. 4

EASTERN ILLINOIS STATE COLLEGE

TEXTBOOK LIBRARY

July 1, 1951 thru December 31, 1951

RECEIPTS:		
Book Rent	19,218.57	
Sales of Supplies	6,349.19	25,567.76 *
EXPENDITURES:		
Salaries		
Civil Service	967.50	
Faculty	2,420.00	
Student	1,435.70	
Contractual Services	11.65	
Commodities		
Supplies	1,098.07	
Textbooks	3,500.40	
Unpaid bills holding	713.98	10,147.30
Excess of income over expenditures		15,420.46
Less " G. I." receipts *		10,604.72
Actual excess of income		$ 4,815.74

* Approximately $10,604.72 collected after July 1, 1951 is G. I. receipts contracted prior to July 1, 1951.

No charge has been made for heat, janitorial service or lights.

Self-liquidating enterprise No. I

EASTERN ILLINOIS STATE COLLEGE

Self-Liquidating Construction of RESIDENCE HALLS

December 31, 1951

Total receipts from sale of bonds			401,161.74
Reserve for interest on bonds during construction			
Interest and Sinking fund (Prem.)		90.16	
Interest and Sinking Fund (Accrued Int.)		1,071.58	
Interest and Sinking Fund (Estimated Int.)		23,380.00	
		24,541.74	24,541.74
Disbursement from Interest Fund			
5/7/51 - R. H. No. 6 Interest on Revenue Bonds	6,838.96		
11/14/51- R. H. No. 12 " " " "	5,865.00		
		12,703.96	
Balance in interest account		11,837.78	
Cash Construction Fund			376,620.00
Disbursement from Cash construction fund.			
1/3/51 R. H. 1 Barcus Kindred & Co.		8,000.00 *	
1/29/51 R. H. 2 Carson-Payson Co.		50,221.91	
2/2/51 R. H. 3 Edward H. Alexander		462.50	
3/1/51 R. H. 4 Schaeffer, Hooton & Wilson		26,467.87	
3/14/51 R. H. 5 Carson-Payson Co.		22,200.00	
5/15/51 R. H. 7 Carson-Payson Co.		22,850.00	
6/29/51 R. H. 8 Carson-Payson Co.		22,270.00	
8/1/51 R. H. 9 Carson-Payson Co.		18,700.00	
9/4/51 R. H. 10 Carson-Payson Co.		10,285.00	
10/6/51 R. H. 11 Carson-Payson Co.		4,037.50	
12/3/51 R. H. 13 Carson-Payson Co.		5,737.50	
			191,232.28
Balance in cash construction fund			$ 185,387.72

* This amount to be amortized over the life of the bonds being charged eventually to the operating account.

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Room 1615 - State of Illinois Building
160 N. LaSalle Street, Chicago, Illinois
January 28, 1952

The scheduled meeting of the Teachers College Board and the college Presidents convened on Monday, January 28, 1952, at 9:00 A. M. in Room 1615 at the State of Illinois Building, 160 N. LaSalle Street, Chicago, Illinois. W. W. Wirtz, Chairman of the Board presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. Royal A. Stipes, Jr.
Mr. Lewis M. Walker

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Western Illinois State College
Macomb, Illinois

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the approval of the minutes of the meeting of December 17, 1951.

There being no corrections or additions to the minutes, Mr. Schriver moved that the minutes of the meeting of December 17, 1951, be approved as submitted. The motion was seconded by Mr. Pois and unanimously carried.

UNFINISHED BUSINESS

At the last meeting of the Board an Athletic Committee was established primarily to study the whole question of athletics at the four colleges with particular emphasis on the possible limit on the length of the basketball season.

Mr. Stipes, Chairman of the Athletic Committee, reported that the Committee had met and were submitting their report in two parts; the first part dealing with the basketball question, and the second part dealing with the intra-mural programs at the colleges.

With regard to the basketball question Mr. Stipes reported that the committee had voted to recommend that the policy of the Board be to not permit our schools to play in the N.C.A.A. tournament, but to permit them to play in the N.A.I.B. tournament this year, and that we send a representative of the Board, Mr. Austin, to observe the tournament and make a report to the Board.

Mr. Stipes then moved the adoption of the committee report. The motion was seconded by Mr. Walker and unanimously carried.

Mr. Stipes then distributed copies of a report on the intra-mural programs at the colleges. From the report it is evident that all the schools have an excellent intra-mural program, and Mr. Stipes urged that the schools continue with this type of program, and that consideration be given, when possible, to the program of improving facilities to make a still better

program, with specific recommendations for Northern Illinois State Teachers College.

Mr. Schriver moved that we express a vote of appreciation to the Chairman and Committee for this excellent report and that the report be approved and placed on file for future reference. The motion was seconded by Mr. Pois and unanimously carried.

REPORT OF OFFICERS OF BOARD

Chairman Wirtz reported that a copy of the proposed committee assignments had been sent each member of the Board and was herewith requesting approval of these assignments.

Mr. Bohrer moved that the committee assignments be approved as presented and placed on file. The motion was seconded by Mr. Nickell and unanimously carried.

Board members and committee members are as follows:

TEACHERS COLLEGE BOARD
W. W. Wirtz, Chairman
DeKalb

Chas. G. Lanphier, Secretary
Room 524, Capitol Building
Springfield

APPOINTED MEMBERS:

Mr. Jack Austin, Charleston 1951-1953
Bus. Addr: 1601 Broadway, Mattoon
Mrs. William R. Harris, Macomb 1951-1953
Mr. Royal A. Stipes, Jr., Champaign 1951-1953
Bus. Addr: 17 Taylor Street
Dr. Noble J. Puffer, Palatine 1951-1955
Bus. Addr: 69 West Washington Blvd., Chicago
Dr. Lester O. Schriver, Peoria 1951-1955
Bus. Addr: 301 S. Jefferson Street
Mr. Lewis M. Walker, Gilman 1951-1955
Mr. Joseph F. Bohrer, Bloomington 1951-1957
Bus. Addr: 209 Unity Bldg.
Dr. William C. Reavis, Chicago 1951-1957
Res. Addr: 5819 Blackstone Avenue
Mr. W. W. Wirtz, DeKalb 1951-1957

EX OFFICIO MEMBERS:

Dr. Vernon L. Nickell, Superintendent of Public Instruction
Centennial Building, Springfield

Dr. Joseph Pois, Director, Department of Finance
Capitol Building, Springfield

Dr. Richard G. Browne, Executive Officer
Room 524, Capitol Building
Springfield

COMMITTEES OF TEACHERS COLLEGE BOARD

Finance Committee

Mr. Walker, Chairman
Dr. Pois
Dr. Puffer
Dr. Reavis

Graduate and General Curriculum Committee

Dr. Nickell, Chairman
Dr. Reavis
Dr. Schriver

Salary Schedule and Personnel Committee

Mr. Bohrer, Chairman
Mr. Austin
Mrs. Harris
Mr. Stipes
Mr. Walker

Building Committee

Dr. Puffer, Chairman (Northern)
Mr. Austin (Eastern)
Mr. Bohrer (Normal)
Dr. Schriver (Western)

Policy and Procedure Committee

Dr. Reavis, Chairman
Mr. Bohrer
Dr. Nickell

Board Meetings Committee

Mrs. Harris, Chairman
Mr. Austin
Dr. Schriver

Illinois State Normal University

Mr. Bohrer, Chairman
Dr. Pois
Mr. Walker

Eastern Illinois State College

Mr. Austin, Chairman
Mr. Stipes
Mr. Walker

Western Illinois State College

Mrs. Harris, Chairman
Dr. Nickell
Dr. Schriver

Northern Illinois State Teachers College

Mr. Wirtz, Chairman
Dr. Puffer
Dr. Reavis

Member of University Retirement System

Mr. Stipes

Member of University Merit Board

Mr. Bohrer

SPECIAL COMMITTEES

Athletic Committee	Employment of Architect
Mr. Stipes, Chairman	Mr. Stipes, Chairman
Mr. Bohrer	Dr. Pois
Mr. Austin	Dr. Puffer
Mrs. Harris	
Mr. Wirtz	

Chairman Wirtz next reminded the Board that the meeting scheduled for February 11, 1952, at Illinois State Normal University was to be devoted entirely to educational matters as presented by the Presidents. However, in view of business matters that will undoubtedly turn up, Chairman Wirtz suggested that a short business session be held on Sunday evening, February 10, 1952.

Following but little discussion Mr. Bohrer moved that we schedule a business meeting for Sunday, February 10, at 7:30 P.M. The motion was seconded by Mr. Schriver and unanimously carried.

Dr. Browne presented his fifth report as Executive Officer and Educational Coordinator which consisted of six parts; namely Part One: Expenditures for Personal Services; Part Two: Out-of-State Travel; Part Three: Central Office Activities; Part Four: Method of Reporting Enrollments; Part Five: Further Comments on the Work of the Advisory Committees; and Part Six: Miscellaneous and Pending Matters.

With regard to Part One: Expenditures for Personal Services, each President was asked to comment, and they were unanimous in their agreement that such a report was a very fine thing. However, there was difference of opinion in regard to the facts presented on staff additions. Dr. Browne was asked to confer further with the Presidents with a view to resolving these differences.

With regard to Part Three: Central Office Activities two recommendations were made: one, that the colleges continue to use the services of the Voucher Control Division and the Central Accounting Office throughout the current fiscal year, and second, that the Board authorize a study to be completed before May 1 of the organization of the Central Office and the authority

to expend not more than $ 500.00 on such a study.

Following but little discussion Mr. Austin moved that the two recommendations here made be approved. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

It was unanimously agreed that Part Five: Further Comments on the Work of the Advisory Committees be held for further study.

Regarding Part Six: Miscellaneous and Pending Matters, Item 2 recommends that the bond revenue account be reimbursed for all guests entertained for meals, etc., at the colleges; this being necessary to insure the solvency of the bond revenue projects.

Mr. Bohrer moved that the bond revenue account be reimbursed for all guests meals entertained at the eating facilities at the various colleges.

The motion was seconded by Mr. Schriver and unanimously carried.

Item 7 under Part Six recommends that the By-Laws of the Board, adopted November 19, 1951, be printed in pamphlet form. However, it was unanimously agreed that this item be held for further consideration.

Mr. Puffer moved that the report of the Executive Officer and Educational Coordinator be approved with the amendments herewith given, and that we commend Dr. Browne for this excellent report in view of circumstances with which he was confronted. The motion was seconded by Mr. Austin and unanimously carried.

Mr. Lanphier reported on the operating expenses of the Central Office of the Teachers College Board.

He also reported that under law the Attorney General does not have to render an opinion for the Teachers College Board. He may require the Board to seek its own legal advice.

Mr. Lanphier reported that each Business Manager would give a report on the Bond Revenue Fund.

INFORMAL REPORTS OF PRESIDENTS

Dr. Buzzard presented his informal report on Eastern Illinois State College.

Following some discussion Mr. Austin moved that the informal report on Eastern Illinois State College be approved as submitted with the deletion of Items B. and C. under Section VI. Rehabilitation Projects. The motion was seconded by Mr. Walker, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Buzzard inquired into the feasibility of having the Deans present at the meeting on February 11, 1952, and not the Business Managers in view of the fact that the meeting will deal entirely with educational matters in which the Deans would be very much interested.

Mr. Schriver moved that the Deans be present at the meeting on February 11, 1952. The motion was seconded by Mr. Austin and unanimously carried.

Dr. Fairchild presented his informal report on Illinois State Normal University with the request that the Board give consideration to the expenditure of $36,500 needed to complete the contractual obligations on the Additions to Fell Hall. This amount will come from the amount appropriated for Rehabilitation and Modernization.

Following much discussion Mr. Walker moved that we authorize the expenditure of $ 36,500 from the Rehabilitation and Modernization appropriation needed to complete the contractual obligations on the Additions to Fell Hall. The motion was seconded by Mr. Nickell, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild next advised that it was found necessary to have a ventilating duct installed in the self-liquidating residence halls on which they had secured a proposal from J. L. Kingston in the amount of $ 44 for the installation and approximately $ 5 for the painting of this duct.

Mr. Bohrer moved that we authorize the expenditure of approximately $ 50 for the installation and painting of a ventilating duct in the self-liquidating residence halls. The motion was seconded by Mr. Walker, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild advised that competitive bids on Dictators and Transcribers for the Special Education Department had been received and he was recommending

Dr. Fairchild advised that competitive bids on Dictators and Transcribers for the Special Education Department had been received and he was recommending the purchase of one Dictaphone and one Soundscriber.

Dr. Fairchild advised that only one bid was solicited on an Auditory Training Unit Model, installed, for the Special Education Department from the Gates Radio Company because this is a custom made piece of equipment and must work together with and be balanced with other equipment previously supplied by the Gates Co., and he was recommending the acceptance of this bid.

Dr. Fairchild advised that competitive bids on 12 Elite Type Typewriters for the Special Education Department had been received and he was recommending the acceptance of the proposal submitted by the Paxton Typewriter Company for Royal Typewriters.

Dr. Fairchild advised that competitive bids on 2 Dictators and 1 Transcriber for the Health Service Department had been received and he was herewith recommending the acceptance of the proposal of the Paxton Typewriter Company for the Dictaphone equipment.

Dr. Fairchild advised that all of this equipment was to be paid out of the appropriation for furniture and furnishings for the Special Education Building - Senate Bill 770.

Following much discussion Mr. Stipes moved that we accept the following recommendations:

1 - Dictaphone Timemaster Dictator
1 - Dictaphone Transcriber
1 - Auditory Training Unit Model
2 - Dictaphone Timemaster Dictators
1 - Dictaphone Transcriber
1 - Soundscriber Dictator
1 - Soundscriber Transcriber

and that we not accept the recommendation on the Royal Typewriters, but accept the low bid of the Remingington Rand Company for 12 Elite Type Remington Typewriters. The motion was seconded by Mr. Puffer, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye

Mr. Nickell	Aye
Mr. Pois	Absent
Mr. puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild advised that bids had been solicited on the Wiring and Connecting Equipment for the Carpenter Shop and he was recommending the acceptance of the proposal of the Home Electric Company in the amount of $1,825 payable from the appropriation for Contractual Services, General Revenue.

Mr. Bohrer moved that we accept the proposal of the Home Electric Company in the amount of $1,825 for the Wiring and Connecting Equipment for the Carpenter Shop. The motion was seconded by Dr. Reavis, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild also requested the Board's consideration of granting a Sabbatical leave to Miss Augusta Gienapp, Assistant Librarian, who was formerly an employee at the Illinois Soldiers' and Sailors' Children's School and is now on the faculty of Illinois State Normal University.

Dr. Fairchild advised that this was an unusual case in that Miss Gienapp, who has been a member of ISNU's faculty for only two years, is counting the time she was an employee at the Illinois Soldiers' and Sailors' Children's School toward the time required before a Sab-

batical leave can be granted, even though she was paid, for the most part, by the Department of Public Welfare while at the Illinois Soldiers' and Sailors' Children's School. However, Dr. Fairchild advised that he hired Miss Gienapp and had supervision over her, and it is his recommendation that the leave be granted.

Following much discussion Mr. Bohrer moved that we grant a Sabbatical leave to Miss Augusta Gienapp, as recommended by Dr. Fairchild. The motion was seconded by Dr. Reavis, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Nay
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Nay
Mr. Wirtz	Aye

The motion was carried by a vote of eight to two.

Dr. Fairchild reported, merely for the Board's information, that a member of Illinois State Normal University's faculty is a candidate for Congress.

Dr. Beu presented his informal report on Western Illinois State College in which he requests permission to use $ 3,000 in the Bond Reserve Fund to retire $ 3,000 worth of bonds at a saving of $ 120 on each bond plus 3% interest from date of retirement to April 1, 1955.

Mr. Nickell moved that we approve the request to use $ 3,000 in the Bond Reserve Fund to retire $ 3,000 worth of bonds. The motion was seconded by Mr. Austin, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent

Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu next advised that bids had been taken for painting the interiors of the Administration Building, and he was recommending the acceptance of the low bid submitted by Dale Mason in the amount of $8,260 to be paid out of contractual services educational operations.

Mr. Puffer moved that we accept the low bid submitted by Dale Mason in the amount of $8,260 for painting the interiors of the Administration Building. The motion was seconded by Mr. Austin, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu next advised that bids had been taken for painting the interiors of the Industrial and Fine Arts Building, and he was recommending the acceptance of the low bid submitted by Earl Jackson in the amount of $4,910 to be paid out of contractual services general revenue.

Mr. Puffer moved that we accept the low bid submitted by Earl Jackson in the amount of $4,910 for painting the interiors of the Industrial and Fine Arts Building. The motion was seconded by Mr. Bohrer, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent

Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu advised that bids had been taken for the purchase of one thousand folding chairs and was recommending the acceptance of The Clarin chair, No. 2317-L at a cost of $6.26 each.

Mr. Bohrer moved that we accept the bid of Jack Sheean, Bloomington, for the Clarin chair, No. 2317-L at a cost of $6.26 each. This amount payable out of the appropriation for Classroom Addition to Morgan Gymnasium--Senate Bill 770. The motion was seconded by Mr. Austin, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Nay
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was carried by a vote of eight to one.

Dr. Beu advised of the sudden death of Mr. Edwin W. Schreiber, Acting Head of the Mathematics Department, and recommended that Dr. H. Glenn Ayre be named Head of the Department of Mathematics to succeed Dr. Schreiber.

Dr. Reavis moved that Dr. H. Glenn Ayre be appointed Head of the Department of Mathematics. The motion was seconded by Mr. Bohrer and unanimously carried.

Dr. Holmes presented his informal report on Northern Illinois State Teachers College with the request that Northern be permitted to increase the amount charged for room and board in the self-liquidating residence

halls from $14.50 per week to $16.00 per week effective with the 1952 Summer School session and to insert the following statement in future catalogs issued by the college:

> "Due to the unsettled condition of prices of food and labor, the College reserves the right to increase the charges for room and board during the year if, in its opinion, such an increase is necessary. If an increase does become necessary, it will become effective with the opening of a regular quarter and sufficient notice will be given to acquaint all residents of the dormitories with the change."

Mr. Bohrer moved the approval of the increase in the amount charged for room and board in the self-liquidating residence halls at Northern from $14.50 to $16.00 per week effective with the 1952 Summer school session and the insertion of the above quoted clause in future catalogs. The motion was seconded by Mr. Nickell and unanimously carried.

Mr. Bohrer then moved that Illinois State Normal University be given authority to increase the amount charged for room and board in the self-liquidating residence halls from $15.00 per week to $16.00 per week effective with the 1952 Summer school session and to insert the aforequoted escalator clause in future catalogs. The motion was seconded by Mr. Nickell and unanimously carried.

Dr. Holmes advised that the Division of Architecture and Engineering has recommended an addition to a contract in the amount of $28 for the furnishing and installation of necessary wiremold, conduit, extension adapters, etc. to permit of satisfactorily connecting electric water coolers to the wiring system in the self-liquidating men's residence hall.

Mr. Bohrer moved that we authorize the expenditure of $28 for the installation and furnishing of an electrical receptacle for plugging in a connection for the operation of electric water coolers. The motion was seconded by Mr. nickell, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye

Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes next advised that the Division of Architecture and Engineering also recommends an addition to a contract in the amount of $ 300 for an additional coat of paint for the plaster ceilings of six main toilet and shower rooms in the self-liquidating men's residence hall.

Mr. Bohrer moved that we authorize the expenditure of $ 300 for an additional coat of paint for the plaster ceilings of six main toilet and shower rooms in the self-liquidating men's residence hall. The motion was seconded by Mr. Puffer, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Absent
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Absent
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

REPORTS OF COMMITTEES

Mr. Nickell, Chairman of the Graduate and General Curriculum Committee, reported that it is the feeling of the Committee, after considerable discussion, that the four courses approved for graduate credit to be offered at Northern Illinois State Teachers College in the Department of Business Education, which were approved by the Board at the last meeting, Courses 520, 521, 522, and 523, should be considered during the next year and reduced to two.

Mr. Nickell next reported that Illinois State Normal University has requested that two graduate courses (Teaching Science in Elementary Schools--303 and Improvement of Instruction--420) now being offered be approved to be offered by extension. The Committee recommends that these courses be so approved.

Mr. Nickell next reported that the application from Eastern Illinois State College for approval of graduate courses to the Graduate Committee of the Teachers College Board is arranged in three lists.

List I is a list of 50 courses which are already being given the upper undergraduate level. The college requests that they be approved for limited graduate opportunities. The Committee approves the list especially Courses 453, 445, and 446. The Committee recommends to the college that Courses 450B, 450I, 450S, and 450T be made available to graduate students in no greater than two courses to be eligible toward a graduate degree. Students graduating from Eastern are assumed to have had these courses in the undergraduate school and hence should not be eligible to take any as for graduate credit.

Courses 530, 532, 544, and 545 should be reorganized into two courses for graduate credit.

In List I no graduate student shall take and count toward graduate credit more than seven of the courses listed in List I. This is a total credit of 28 quarter hours.

List II is an entirely new list of courses. The Committee approves the list with the recommendation that Business Education 458 has little or no place in teacher training today.

Courses 590 and 592 should be re-studied and combined into a single course.

The title of Course 465 should be re-studied and stated so that it is more indicative of what the course contains.

Music Course 513, the title should be reconsidered and improved upon.

Psychology Courses 452 and 453 should be reviewed, and it is the recommendation of the Committee that they be joined and made into a single course.

With these conditions and recommendations regarding the change of title and re-study of courses, we recommend their approval.

List III is of no immediate urgency, and therefore we are not reporting on this list at the present time.

Mr. Nickell moved the approval of the report of the Graduate and General Curriculum Committee. The motion was seconded by Mr. Schriver and unanimously carried.

Mr. Walker, Chairman of the Finance Committee, reported that the Committee met and discussed the internal budgets for the four colleges, and also discussed and was recommending that the By-Laws be amended as follows: Amend Article IV, Section 3 by adding this clause--"Provided, that extension of contracts for the construction, alteration, or repair of any building may be approved by the local advisory committee if the amount is less than $ 1,500."

Following some discussion Mr. Stipes moved that we approve the report of the Finance Committee and also consider the recommended amendment to the By-Laws. The motion was seconded by Mr. Nickell and unanimously carried.

Mr. Bohrer, Chairman of the Salary Schedule and Personnel Committee, advised that the Committee had met and discussed the possible increase in salary for the Presidents. However, it was decided that this matter be postponed until May.

Mr. Bohrer also advised that his Committee had met with the Joint Faculty Committee and had discussed the proposal of the faculty to raise the maxima in Group B in the salary schedule. The Committee recommends that no change be made.

Mr. Stipes moved that the report of the Salary Schedule and Personnel Committee be accepted. The motion was seconded by Mr. Puffer and unanimously carried.

Mr. Bohrer also advised that at a meeting of the University Civil Service the Teachers College Board was asked to terminate the agreements we have with the Illinois Council of State Employee Local Unions and the International Union of Operating Engineers and was herewith offering and moving the adoption of the following resolution:

"WHEREAS at various times in the past the Board has entered into agreements and reached understandings with certain organizations acting in behalf of employees or employee groups, which agreements and understandings have been without fixed termination date, but rather have been on a continuing basis subject to cancellation or reopening at any time, and

WHEREAS with the establishment of the University Civil Service System of Illinois the Board has entered upon a new relationship involving changes in the methods and procedures of administration of the mutual interests of employer and employee, and

WHEREAS it is desirable that hereafter all agreements with employee groups in the University Civil Service System of Illinois be within a common pattern of consistency and in harmony with accepted principles of good personnel practice,

THEREFORE BE IT RESOLVED that this Board hereby terminates such existing agreements and understandings and, at the same time, expresses its readiness to negotiate such new ones as may be appropriate with organizations delegated the right of representation by suitable groups of employees in accordance with the principles heretofore set forth, and that furthermore the Board instruct its executive officer to transmit to the organizations concerned notice of this action and of the Board's willingness to reopen negotiations leading to the conclusion of mutually satisfactory agreements as the basis of harmonious relationship hereafter.

The motion was seconded by Mr. Nickell and unanimously carried.

Mr. Bohrer advised that the Attorney General had ruled that we are obligated to pay the additional amount of $1,415.85 to the contractor for the added work and materials furnished by him in connection with the Additions to Fell Hall and was herewith moving that Illinois State Normal University be authorized to pay this addition to Contract No. 66777 in the amount of $1,415.85. The motion was seconded by Mr. Walker, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes advised that bids on draperies, venetian blinds and other equipment of a similar nature for the Library Building were opened on December 18, and at the last meeting of the Board the Advisory Committee of Northern were authorized to accept or reject the recommendations of the Division of Architecture and Engineering, and he was reporting that the Committee had accepted the bid of the Globe Furniture & Stationery Co., in the amount of $11,619.15 for furnishing and installing all draperies, Stage Curtains and Carpets, and the bid of George S. Grimmett Co. in the amount of $935 for furnishing and installing 36 venetian blinds.

Mr. Stipes moved that we approve the action taken by the Advisory Committee at Northern regarding the acceptance of bids on draperies, venetian blinds, etc., as recommended by the Division of Architecture and Engineering for the Library Building. The motion was seconded by Mr. Bohrer and unanimously carried.

Mr. Bohrer moved that the meeting be adjourned until the scheduled special meeting on Sunday evening February 10, 1952, at 7:30 P.M. and the regular meeting on Monday, February 11, 1952, at 9:00 A.M. at Illinois State Normal University. The motion was seconded by Mr. Puffer and unanimously carried.

W. W. WIRTZ
Chairman

CHAS G. LANPHIER
Secretary

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD
Illinois State Normal University
Normal, Illinois
February 10, 1952

The special meeting of the Teachers College Board and the college Board and the college Presidents convened on Sunday evening, February 10, 1952, at 7:30 P. M., and the scheduled regular meeting convened on Monday, February 11, 1952, at 9:00 A. M., both in the Board Room of the Administration Building on the campus of Illinois State Normal University, Normal, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken at the special meeting on Sunday evening, February 10, 1952.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. Royal A. Stipes, Jr.
Mr. Lewis M. Walker

Also present were:

Dr. Robert G. Buzzard, President
Eastern Illinois State College

Dr. R. W. Fairchild, President
Illinois State Normal University

Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Western Illinois State College

Dr. Leslie A. Holmes, President
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the approval of the minutes of the meeting of January 28, 1952.

Prior to a motion for the approval Mr. Wirtz suggested that on Page 2 the fifth paragraph should read as follows:

> "With regard to the basketball question Mr. Stipes reported that the committee had voted to recommend that the policy of the Board be to not permit our schools to play in the N.C.A.A. tournament, but to permit them to play in the N.A.I.B. tournament this year, and that we send a representative of the Board, Mr. Austin, to observe the tournament and make a report to the Board."

Mr. Wirtz also suggested that on Page 2 the seventh paragraph should read as follows:

> "Mr. Stipes then distributed copies of a report on the intra-mural programs at the colleges. From the report it is evident that all the schools have an excellent intra-mural program, and Mr. Stipes urged that the schools continue with this type of program, and that consideration be given, when possible, to the problem of improving facilities to make a still better program, with specific recommendations for Northern Illinois State Teachers College."

Mr. Stipes suggested that the committee, consisting of Mr. Pois, Mr. Puffer and himself, appointed to study the matter of the Board employing an architect should have been listed on Page 4 under the heading "Special Committee."

Mr. Wirtz next suggested that on Page 5 the third paragraph should read as follows:

> "With regard to Part One: Expenditures for Personal Services, each President was asked to

comment, and they were unanimous in their agreement that such a report was a very fine thing. However, there was difference of opinion in regard to the facts presented on staff additions. Dr. Browne was asked to confer further with the Presidents with a view to resolving these differences."

Dr. Fairchild advised that on Page 9, Paragraph 4, in which certain recommendations were accepted, the recommendation for the purchase of 1 - Soundscriber Dictator and 1 - Soundscriber Transcriber was not included and should have been.

Dr. Beu advised that on Page 11 the figure "$ 3,000" should be used in place of the figure of "$ 2,000" wherever it appears in the second and third paragraphs, and that the figure of "$ 120" should be used in place of the figure of "$ 80" in the second paragraph.

Dr. Beu advised that he had also recommended in his informal report for the January 28 meeting that the authorities at Western be given approval to invest $ 7,000 of the $ 8,000 in the Debt Reserve in short United States Government Bonds at 2%. This would yield $ 140 a year to help retire bonds.

Following some discussion Mr. Puffer moved that the minutes of the meeting of January 28, 1952, be approved with the suggested amendments. The motion was seconded by Mr. Austin, and unanimously carried.

UNFINISHED BUSINESS

Proof of notice of the proposed action to amend the By-Laws having been made Mr. Bohrer advised that at the last meeting the Board had been asked to consider an amendment to the By-Laws, and he was herewith moving that Article IV, Section 3, of the By-Laws be amended by adding the following clause:

"Provided, that additions to contracts for the construction, alteration, or repair of any building may be approved by the local advisory committee if the amount is less than $ 1,500 and does not exceed 10% of the original contract amount." The motion was seconded by Mr. Austin, and unanimously carried.

INFORMAL REPORTS OF PRESIDENTS

Dr. Buzzard advised that he had no report to make at this time for Eastern Illinois State College.

Dr. Fairchild reported for Illinois State Normal University by advising that a letter had been received from the Division of Architecture and Engineering in which they gave estimates in connection with the electrical work in the Industrial Arts Building in the total amount of $45,000.00, and Dr. Fairchild was herewith requesting Board approval to go ahead and get bids on this rehabilitation and wiring of the Industrial Arts Building for an amount of $61,000.00 as set forth in their list of projects to be included in the Rehabilitation and Modernization Program.

Following some discussion Mr. Walker moved that Dr. Fairchild proceed to get bids on the electrical wiring of the Industrial Arts Building, and to get specifications prepared for the rehabilitation of the building beyond the wiring, for an amount not to exceed $61,000.00 estimated. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Fairchild next advised that Mr. Ensign would like permission to purchase a receipting machine for the Business Office at a cost of $2,871.20.

Following some discussion Mr. Stipes moved that we table this matter at the present time. The motion was seconded by Mr. Austin, and unanimously carried.

Dr. Beu reported on Western Illinois State College and requested permission to replace the tables and chairs in the college cafeteria.

He advised that three bids had been secured and was recommending the acceptance of the low bid submitted by the Globe Furniture & Stationery Company.

Mrs. Harris moved that we accept the bid submitted by the Globe Furniture & Stationery Company for a total amount of $2,690.40 for the purchase of 36 tables and 100 chairs for the college cafeteria. The motion was seconded by Mr. puffer, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye

Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Holmes reported on Northern Illinois State Teachers College by advising that a letter had been received from the Division of Architecture and Engineering recommending the acceptance of a proposal of $426.00 submitted by the Broadway Electric Company, Inc., for the installation of additional wires in connection with the program clock system.

Dr. Holmes also advised that bids had been received on the auditorium chairs for the Library Building and that he, together with Mr. Puffer, Miss Hanby, Librarian, and representatives of the Division of Architecture and Engineering had inspected sample chairs as submitted by the American Seating Company and Ideal Seating Company and that those present, as well as the Division of Architecture and Engineering recommend the acceptance of the bid submitted by the American Seating Company in the amount of $3,864.16. Dr. Holmes explained that this was not the low bid, however, in view of certain features about the chair all present felt that the difference would be well worth it in view of these features.

Following some discussion Mr. Puffer moved that we accept the proposal of $426.00 submitted by the Broadway Electric Company, Inc., for additional electrical work in connection with the inter-building program clock system which involves the installation of 2 additional No. 10 lead covered single conductor cables from the boiler house relays through underground ducts and manholes to the rectifier in the basement of the self-liquidating men's residence hall, and also accept the proposal of $3,864.16 submitted by the American Seating Company for the furnishing and installation of auditorium chairs for the Library Building. The motion was seconded by Mr. Nickell, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye

Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

NEW BUSINESS

Mr. Stipes reported that the special committee appointed to study the question of the employment of an architect, draftsman, and stenographer for the Board had met and discussed the matter quite thoroughly. However, the Committee recommends that it be authorized to give the matter further study, and that it not be empowered to make any commitments, but make a final detailed report to the Board giving information on budget and available personnel. The motion was seconded by Mr. Bohrer, and unanimously carried.

Mr. Stipes moved that at the meeting on March 17, 1952, in Springfield, Illinois the Board go into executive session. The motion was seconded by Mr. Puffer, and unanimously carried.

The matter of internal budgets was brought up and following much discussion Mr. Pois moved that the Presidents of the colleges not make any personnel or other major commitments for the fiscal year 1952-53, with the exception of the summer sessions, until the Board has approved the internal budgets. The motion was seconded by Mr. Bohrer, and unanimously carried.

Mr. Stipes informed the Board that he had recently attended a meeting of the University Retirement System and the question of paying a person for pregnancy and time lost after delivery was discussed. He advised he was merely putting this before the Board for consideration so that the matter might be discussed at the March meeting, which would enable him to have the reaction of the Board so that he in turn may make a report to the University Retirement System at their next meeting as to the feelings of the Teachers College Board regarding this matter.

Mr. Puffer moved that the meeting be adjourned. The motion was seconded by Mr. Austin and unanimously carried.

PROCEEDINGS

The regular meeting convened at 9:00 A.M. in the Board Room of the Administration Building and the following Board Members voted present:

Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. R. A. Stipes, Jr.
Mr. Lewis M. Walker
Mr. W. W. Wirtz

Also present were:

Dr. Robert G. Buzzard, President
Dean H. F. Heller
Eastern Illinois State College

Dr. R. W. Fairchild, President
Dean Arthur H. Larsen
Illinois State Normal University

Dr. F. A. Beu, President
Dean William E. Lipsey
Western Illinois State College

Dr. Leslie A. Holmes, President
Dean Romeo M. Zulauf
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

By previous action of the Board this meeting was devoted entirely to the educational programs at the various colleges.

The Presidents and Dr. Browne spent the entire day reporting on the educational programs and problems at the various schools, and arrangements were made to have Dr. Browne's Report printed and distributed to interested parties.

There being no further matters before the Board for discussion Mr. Puffer moved that the meeting be adjourned until the next scheduled meeting to be held on March 17, 1952, in Springfield, Illinois. The motion was seconded by Mr. Bohrer, and unanimously carried.

W. W. WIRTZ
Chairman

CHAS. G. LANPHIER
Secretary

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE FOR THE MEETING IN SPRINGFIELD March 17, 1952

To the Chairman, Secretary and Members of the Teachers College Board,

Ladies and Gentlemen:

The following report concerning the Eastern Illinois State College is presented for your consideration:

I. STUDENTS

A. Enrollment, Winter Quarter, 1951-52

1. COLLEGE

	Men	Women	Total	Total one year ago	Per Cent Change
Graduates	2	1	3	-	100% Increase
Undergraduates					
Unclassified	11	4	15	12	25% Increase
Seniors	105	77	182	229	20% Decrease
Juniors	128	76	204	216	5% Decrease
Sophomores	148	138	286	318	10% Decrease
Freshmen	190	147	337	435	22.5% Decrease
	584	443	1027	1210	15.12% Decrease

2. EASTERN STATE HIGH SCHOOL

Boys	Girls	Total	Total one year ago
68	71	139	132

3. EASTERN STATE ELEMENTARY SCHOOL

122	123	245	247

4. OFF-CAMPUS STUDENT TEACHING, Winter Quarter, 1951-52

Name of School	No. of Critics	No. of Stu. Teachers	No. of Stu. Teach. Assign.	No. of Pupils
Charleston High	16	11	16	305
Mattoon Schools (Jr. & Sr. High)	8	16	21	580
Shelbyville High	2	4	6	109
	26	31	43	994

B. Of the 18 graduating at the end of the Fall Quarter, 7 were veterans (11 men, 7 women). Six are now teaching, one went immediately into graduate school here, four are doing other work, two are going into the Army, four are unemployed or not reported, and one is married and does not wish to teach.

C. Veteran enrollment (Winter Quarter, 1951-52)

Total veteran enrollment for the Winter Quarter was 88, a drop of 5 from the 93 enrolled for the Fall Quarter. The 88 veterans are distributed among the classes as follows:

	Men	Women	Total	Total one year ago
Freshmen	5	0	5	24
Sophomores	16	0	16	26
Juniors	23	0	23	46
Seniors	40	1	41	77
Unclassified	2	-	2	7
Graduate Work	1		1	0
			88	180

New Veterans beginning Winter Quarter	9
Graduated at end of Fall Quarter	6
Dropped during Fall Quarter	0
Interrupted at end of Quarter	7

D. Teachers College Scholarship Holders

Students using Teachers College Scholarships for the Winter Quarter, 1951-52, numbered 360 which is an appreciable gain of 24 over the total of 336 for the Winter Quarter, 1950-51.

As a matter of record, certification is hereby made to the Teachers College Board that the persons with the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Eastern Illinois State College under the provisions of Section 30-1 of "The School Code" during the following periods:

Fall Quarter, 1951-52, Voucher No. 1202, $3,740, Feb. 8, 1952; Winter Quarter, 1951-52, Voucher No. 1203, $3,600, Feb. 8, 1952 (Fall Quarter - 374 students; Winter Quarter - 360 students)

E. Military Scholarships

As a matter of record, certification is hereby made to the Teachers College Board that the persons with the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Eastern Illinois State College under the provisions of Section 30-5 of "The School Code" during the following periods:

Fall Quarter, 1951-52, Voucher No. 1202, $110, Feb. 8, 1952; Winter Quarter, 1951-52, Voucher No. 1203, $150, Feb. 8, 1952 (Fall Quarter - 11 students; Winter Quarter - 15 students)

F. Affiliated Teachers, Winter Quarter, 1951-52

The following persons are serving as Off-Campus Critic Teachers during the present Winter Quarter, 1951-52, at the rate of $24.00 per assignment, and will be carried on the February 16-28 Payroll as Faculty Assistants:

Name	No. Assignments	Amount
Charleston High School		
William D. Black, P. E.	1	$ 24.00
Elmer Joseph Jamnik, Bus. Educa.	3	72.00
Paul Maas, Ind. Arts	7	168.00
Dawn M. Neil, Biology	2	18.00
Marvin Smith, Bus. Educa.	1	24.00
Paul Swofford, P. E.	2	48.00
Mattoon Senior High School		
Charles Crites, Ind. Arts	3	72.00
Eleanor Franklin, Bus. Educa.	1	24.00
Jane Lahey, Bus. Educa.	2	48.00
Carolyn Rockabrand, Homemaking	3	72.00
William Swearingen, Bus. Educa.	2	48.00
Grace Whitesell, Homemaking	3	72.00
Mary Zimmerman, Homemaking	3	72.00
Lowell Junior High School		
Charles A. Bunten, Ind. Arts	4	96.00
Shelbyville Community High School		
Mrs. Alice Crouch, Homemaking	2	48.00
Bertha Mathias, Homemaking	4	96.00
	Total	$ 1,032.00

G. Completion of Undergraduate Work

Dwight Truman Baptist completed the requirements for the degree of Bachelor of Science in Education, with a major in Business Education, at the end of the Fall Quarter, December 7, 1951, and is recommended for graduation as of that date. Mr. Baptist will probably complete the requirements for the degree of Master of Science in Education on August 1, 1952; hence the need for his graduation as requested.

II. FACULTY

A. Sabbatical Leave for 1952-53

The following persons have filed requests for sabbatical leave of absence on half-salary for the academic year 1952-53, and are eligible for this privilege:

1. Carl E. Shull, A.M.1, Assistant Professor of Art, sabbatical leave for 1952-53, to complete the requirements for the doctorate at Ohio State University.

2. James Giffin, M.B.A.1, Assistant Professor of Business Education, sabbatical leave for 1952-53, to complete the requirements for the doctorate at Northwestern.

3. E. Glendon Gabbard, A.M.1, Assistant Professor of Speech, sabbatical leave for 1952-53, to complete the requirements for the doctorate at the State University of Iowa.

4. Calvin Countryman, A.M., Instructor of Art, sabbatical leave for 1952-53, for study at the State University of Iowa.

5. Otho J. Quick, M.A.1, Assistant Professor HS Industrial Art, sabbatical leave for 1952-53, to complete the requirements for the doctorate at the University of Minnesota.

B. Leave of Absence

1. Dr. Elbert R. Moses, Associate Professor of Speech (Radio) leave of absence for military duty, January 23, 1952, until September 1, 1953, without salary.

C. Substitute employment

1. Mrs. Mary Moses, Substitute Instructor vice Dr. E. R. Moses, at a salary of $400.00 per month, January 23 - February 7, 1952.

2. William R. Johnson, Substitute Assistant Professor of Speech (Radio) vice Dr. E. R. Moses, at $450.00 per month, effective February 7, 1952. Mr. Johnson holds the A.B., 1947 and A.M., 1949 from the University of Minnesota, has two additional years of graduate study at the University of Illinois, and is completing the doctoral dissertation at that institution.

D. The following faculty for the Summer School and August Workshop Program of 1952 is presented, with rank, department and salary as indicated:

Department and Name	Degree	Salary June	Salary July	Salary August
ART				
Gifford C. Loomer	Ph. D.	510.00	510.00	510.00
Calvin Countryman	A. M.	480.00	480.00	
Doris L. Barclay	A. M.	460.00	460.00	
BOTANY				
Ernest L. Stover	Ph. D. *	690.00	690.00	
Kenneth E. Damann	Ph. D.	600.00	600.00	
BUSINESS EDUCATION				
James M. Thompson	Ed. D. *	690.00	690.00	
Earl S. Dickerson	Ed. D.	670.00	670.00	
Clifford L. Fagan	Ph. D.	560.00	560.00	
Jessie M. Hunter	M. A.	490.00	490.00	
CHEMISTRY				
Harris E. Phipps	Ph. D. *	690.00	690.00	
Melvin O. Foreman	Ph. D.	600.00	600.00	
Sidney R. Steele	Ph. D.	580.00	580.00	
EDUCATION				
Hans C. Olsen	Ph. D.	670.00	670.00	670.00
Donald A. Rothschild	Ph. D.	620.00	620.00	
Arthur U. Edwards	Ph. D.	620.00	620.00	310.00 (1/2)
Raymond P. Harris	Ed. D.	620.00	620.00	310.00 (1/2)
Thomas A. Phillips	Ed. D.	560.00	560.00	
Arthur F. Byrnes	Ed. D.	560.00	560.00	560.00
J. Sherrick Fisher	Ph. D.	560.00	560.00	
Donald L. Moler	Ph. D.	510.00	510.00	510.00
ENGLISH				
Howard DeF. Widger	Ph. D. *	710.00	710.00	
Eugene M. Waffle	Ph. D.	446.67 (2/3)	446.67 (2/3)	
Francis W. Palmer	Ph. D.	620.00	620.00	
Robert Lee Blair	Ph. D.	580.00	580.00	
Ruth H. Cline	Ph. D.	560.00	560.00	
Judd Kline	Ph. D.	386.67 (2/3)	386.67 (2/3)	
Merrilie Mather	Ph. D.	470.00	470.00	
FOREIGN LANGUAGE				
Kevin J. Guinagh	Ph. D. *	690.00	690.00	
GEOGRAPHY				
Byron K. Barton	Ph. D. *	650.00	650.00	650.00
Rose Zeller	Ph. D.	670.00	670.00	
Ruby M. Harris	S. M.	560.00	560.00	

Department and Name	Degree	Salary June	Salary July	Salary August
HOME ECONOMICS				
Julia Kilpatrick	M. S.	460.00	460.00	
HYGIENE				
Harold M. Cavins	Ed. D.	670.00	670.00	
Harland A. Riebe	Ed. D.	550.00	550.00	550.00
INDUSTRIAL ARTS				
Walter A. Klehm	Ed. D. *	690.00	690.00	
Russell H. Landis	Ed. D.	670.00	670.00	
Ewell W. Fowler	Ed. D.	600.00	600.00	
Harry Gunderson	Ed. D.	580.00	580.00	
Glenn S. Duncan	Ed. D.	550.00	550.00	
LIBRARY				
Roscoe F. Schaupp	Ph. D. *	690.00	690.00	
Harriet Love	M. S.	470.00	470.00	
Margaret Ekstrand	AMLS	470.00	470.00	
Mary E. Scott	M. S.	470.00	470.00	
James G. Eberhardt	MSLS	470.00	470.00	
Lee Anna J. Smock	A. M.	460.00	460.00	
Benjamin M. Lewis	MSLS	420.00	420.00	
MATHEMATICS				
Lawrence A. Ringenberg	Ph. D. *	650.00	650.00	
David J. Davis	Ph. D.	540.00	540.00	
MUSIC				
Leo J. Dvorak	Ph. D. *	690.00	690.00	
Robert A. Warner	Ph. D.	560.00	560.00	
Earl W. Boyd	Ph. D.	540.00	540.00	
George S. Westcott	Ph. D.	560.00	560.00	
John L. Rezatto	Ed. D.	510.00	510.00	
J. Robert Pence	M. M.	440.00	440.00	
PHYSICAL EDUCATION - Men				
Charles P. Lantz	Ph. D. *	710.00	710.00	355.00 (1/2)
Clifton W. White	Ed. D.	620.00	620.00	
William H. Groves	M. A.	510.00	510.00	132.50 (1/4)
William A. Healey	Dir. P. E.	265.00 (1/2)		
Rex V. Darling	Dir. P. E.	265.00 (1/2)		132.50 (1/4)
Walter L. Elmore	A. M.			120.00 (1/4)
Paris J. Van Horn	Dir. P. E.	510.00	510.00	
Maynard O'Brien	A. M.			132.50 (1/4)

Department and Name	Degree	Salary June	Salary July	Salary August
PHYSICAL EDUCATION - Women				
Florence McAfee	Ph. D. *	690.00	690.00	
Aline R. Elliott	M. A.	510.00	510.00	
Winifred H. Bally	M. A.	460.00	460.00	
Edith C. Haight	Ph. D.			580.00
PHYSICS				
Glenn Q. Lefler	Ph. D. *	650.00	650.00	
Irvin L. Sparks	Ph. D.	550.00	550.00	
SOCIAL SCIENCE				
Charles H. Coleman	Ph. D. *	690.00	690.00	
Glenn H. Seymour	Ph. D.	670.00	670.00	
Donald R. Alter	Ph. D.	620.00	620.00	
William G. Wood	Ph. D.	620.00	620.00	
Raymond A. Plath	Ph. D.	620.00	620.00	
William D. Miner	Ph. D.	540.00	540.00	540.00
Robert C. Ryle	M. A.	313.33 (2/3)	313.34 (2/3)	
Arnold J. Hoffman	M. S.			510.00
SPEECH				
McKenzie W. Buck	Ph. D.	510.00	510.00	510.00
Henry Lee Ewbank, Jr.	M. A.	510.00	510.00	
Lucina P. Gabbard	M. A.	400.00	400.00	
William Johnson	A. M.	450.00	450.00	
ZOOLOGY				
Walter M. Scruggs	Ph. D. *	690.00	690.00	
Harry E. Peterka	Ph. D.	620.00	620.00	
Max B. Ferguson	Ph. D.	550.00	550.00	
Verne B. Kniskern	Ph. D.	550.00	550.00	
ELEMENTARY SCHOOL				
Nannilee Saunders (Sup.)	A. M.	510.00	510.00	510.00
Edith P. Levake (7th)	A. M.	490.00	490.00	
Sarah M. Watts (6th)	A. M.	400.00	400.00	
Florence Reid (5th)	M. A.	470.00	470.00	
Myrtle Arnold (4th)	A. M.	510.00	510.00	
Laura L. Zeilke (3rd)	A. M.	400.00	400.00	
Maro Wall (2nd)	A. M.	400.00	400.00	
Phyllis Smith (1st)	A. M.	400.00	400.00	
Lottie L. Leeds (Dem.)	B. Ed.	400.00	400.00	
		48,866.67	48,336.68	7,592.50

RECAPITULATION

June	48,866.67
July	48,336.68
August	7,592.50
1952 Summer School TOTAL	$104,795.85

E. New Faculty

1. As per letter of December 7, 1951, the following were transferred from Illinois State Normal University's payroll 18-180 (for the months of January, February, March, and April):

   Richard G. Browne--$ 725.00 per month
   Martha H. Fletcher--$ 225.00 per month

2. Dr. Merrilie Mather, Assistant Professor of English, vice Winnie D. Neely on disability, employed as per the September 24, 1951 Board Report, reported for duty as of the beginning of the Winter Quarter, December 10.

3. Walter William Montross as faculty assistant in printing, vice Robert Luhr resigned to enter military service, on a part-time basis at $ 180.00 per month effective March 3, 1952.

III. OTHER EMPLOYEES

A. New Employees--None

B. Leave of Absence

1. Mrs. Naida M. Rennels, Janitress, leave (without pay) because of illness, February 5 through March 2, 1952, and extended leave of absence March 3 until March 17, 1952.

C. Change of Status

1. John Wrenn, Janitor, requests change to Disability status under the University Retirement System, effective January 28, 1952, due to continued illness.

D. Resignations

1. Mrs. Eleanor (Wortham) Lawson, Clerk Stenographer I, resigned, effective March 15, 1952.

IV. ORGANIZATION: No report

V. CURRICULUM: No report

VI. BUILDINGS AND GROUNDS

A. Work progresses on the partially self-liquidating residence halls, and the college will proceed to take bids on kitchen equipment, dining room furniture, lounge and recreation hall furniture, and furniture for the director's rooms, and other items along the same lines as these items are found in the dormitories at the Illinois State Normal University.

B. The general contract on the Home Management Houses is completed and equipment and furniture is being installed. One of the houses will open for use during the current Spring Quarter.

VII. AUXILIARY ENTERPRISES: No report

VIII. STUDENT LIFE

A. The Board is reminded that the basketball team at Eastern completed its regular schedule of twenty-two games without defeat. After losing to the James Millikin University for the right to represent the Illinois District in the NAIB tournament at Kansas City, Eastern was invited to fill in the vacancy left by the Oklahoma District which did not qualify a team. The college refused to accept the invitation until after the Millikin University had been contacted, the situation explained fully, and agreement for Eastern to accept the vacancy expressed. President Malone of Millikin expressed no objection to Eastern accepting the invitation, and the college accepted. The college athletic board and the athletic committee of the Teachers College Board both gave permission for the above action.

IX. MISCELLANEOUS

Under date of January 29, 1952, the annual Audit for the period July 1, 1950 to June 30, 1951 inclusive, was received from the Office of the Auditor of Public Accounts.

Copy of this Audit has been furnished Dr. Randall Stout for use in his study of the operation of the Illinois teacher-training institutions.

X. SUMMARY

A. The approval of the Teachers College Board is requested for the following recommendations:

1. Acceptance of college scholarship lists as regularly presented.
2. Approval of affiliated teachers for Winter Quarter.
3. Graduation of Dwight Truman Baptist as of December 7, 1951, with the degree of Bachelor of Science in Education.
4. Sabbatical leaves for study during 1952-53, under regular provisions of the Teachers College Board, for Carl E. Shull, James Giffin, E. Glendon Gabbard, Calvin Countryman, and Otho J. Quick.
5. Leave of absence for military duty for Dr. Elbert R. Moses until September 1, 1953.
6. Employment of Mrs. Mary Moses and William R. Johnson as substitutes for Dr. Moses as mentioned in this report.
7. Employment of faculty for the Summer School of 1952 in the departments and at the salary indicated for June, July and August.
8. Resignation of Robert F. Luhr, Faculty Assistant in Printing, December 31, 1951, to enter military service.
9. Employment of Walter William Montross as successor to Robert Luhr, resigned.
10. (deleted)
11. Leave of absence for Mrs. Naida M. Rennels, without salary, February 5 - March 15 inclusive.
12. Change of status of John Wrenn, Janitor, to Disability under the University Retirement System.
13. Resignation of Mrs. Eleanor Wortham Lawson, Clerk Stenographer I, effective March 15, 1952.

Respectfully submitted

ROBERT G. BUZZARD
President

ILLINOIS STATE NORMAL UNIVERSITY
Normal, Illinois
Meeting in Springfield, March 17, 1952

To the Chairman and Members of the Teachers College Board:

The following report is submitted from Illinois State Normal University:

I. STUDENTS

1. Attendance for the Second Semester, 1951-1952

In view of the new system requested by the Teachers College Board for listing enrollment figures, it should be noted that the figures in parentheses under the University enrollment represent the figures on the previous basis of listing, in order that these may be compared with the figures of one year ago in the column to the right, where the new basis of reporting was not in use.

	Men and Boys	Women and Girls	Total	Total One Year Ago
a. University				
Graduates	56 (87)	9 (32)	65 (119)	154
Seniors	199 (205)	219 (238)	418 (443)	477
Juniors	167 (169)	195 (213)	362 (382)	448
Sophomores	162 (163)	233 (214)	395 (404)	442
Freshmen	213 (217)	315 (319)	528 (536)	563
Unclassified	2 (7)	6 (31)	8 (38)	35
Post Graduates	-- --	-- --	-- --	16
Total College Students on Campus	799 (848)	977 (1047)	1776 (1922)	2135
b. University High School	160	185	345	342
c. University Elementary School	174	185	359	374
d. Special Education School	64	55	119	66
e. Auxiliary Training Schools				
Illinois Soldiers and Sailors Childrens School	149	77	226	252

	Men and Boys	Women and Girls	Total	Total One Year Ago
Total Pupils, Elementary and Secondary	547	502	1049	1034
Total	1346	1479	2825	3169
Extension	44	574	618	584
Grand Total	1390	2053	3443	3753

The enrollment figures for the second semester of this year on the old basis of listing in order to make comparison as of a year ago, reveal a smaller decrease between the first and second semesters than was true at the corresponding time last year. A year ago the drop was from 2449 in the first semester to 2135 for the second semester, or a loss of 314 students. This year the decrease is from 2216 the first semester to 1922 the present second semester, or a decrease of 294 students. This is a very highly satisfactory enrollment in view of the national and international situation and general trends in enrollment. The decrease does not represent a very great change from what has taken place in normal years, since there has generally been a decrease slightly in excess of 200 students between the semesters every year.

It may be of further interest to know that there are 145 veterans enrolled this semester as compared with 169 last semester and in contrast to 262 a year ago. The number of new students entering the second semester this year was 67 as compared with 68 a year ago. The number holding Teachers College Scholarships for this second semester is 900 as compared with 955 the first semester of the current year and in contrast to 834 the second semester a year ago.

In view of the new policy of eliminating from total enrollment figures those persons who are taking six or less semester hours and who consequently do not pay the full fee, attention is called to the following table showing the distribution and total number of such persons.

Students Carrying Six Hours or Less
Second Semester 1951-1952

Classification	Men	Women	Total
Freshmen	1	4	5
Sophomores	0	8	8
Juniors	0	18	18
Seniors	6	19	25
Unclassified	5	25	30
Graduates	30	23	53
Total	42	97	139

There were seven withdrawals for which refunds were issued so that this number added to the 139 carrying six semester hours or less provides the total of 146 persons out of the 1922 who cannot be counted as full-time students on the official enrollment for the current second semester.

2. Extension, Second Semester 1951-1952

a. Enrollment in extension courses, the departmental courses offered, the centers, and the instructor, are here presented for the second semester of the 1951-1952 school year.

Center	Courses	Instructor	Enrollment
Auburn	Survey of Special Education E 162	Christine Ingram	15
Benld	Audio-Visual Education E 240	Clarence Kurth	34
Clinton	Physical Education for Lower Grades E 231 and for Upper Grades E 232	Miriam Gray	20
Danville	Geography of South America E 215	Arthur Watterson	21
Decatur	School Health E 238	Charlotte Wilcox	26
Fairbury	Foundations in Arithmetic E 201	Elinor Flagg	28
Gibson City	Informational Books E 216	Dorothy Hinman	17
Gilman	American Life and Institutions E 218	Leo J. Yedor	58
Granville	Physical Education for Lower Grades E 231 and for Upper Grades E 232	Arley Gillett	35
Lacon	Audio-Visual Education E 240	M. L. Miller Nelson Smith	43
Lincoln	Foundations in Arithmetic E 201	C. N. Mills	18
Mason City	Natural Science E 220	L. W. Miller	30
Morris	Speech Re-education E 212	F. L. D. Holmes	45
Ottawa	Teaching Science in Elementary Schools E 303	L. W. Miller	11
Pekin	Music Education for Lower Grades E 239	Emma Knudson	62
Pontiac	Speech Re-education E 212	Dorathy Eckelmann	36
Springfield	Classroom Probelms E 236	Victor M. Houston	27
Springfield	Improvement of Instruction E 420	C. A. De Young	7
Streator	World Literature E 254	V. E. Gimmestad	27
Taylorville	English Workshop E 293	Ruth Henline	29
Virginia	First Aid E 115	Norma Leavitt	29
	Total Second Semester, 1951-1952		618
	Total First Semester, 1951-1952		685
	Total for 1951-1952 School Year		1303
	Total for 1950-1951 School Year		1015

II. FACULTY

1. Resignations

   a. Miss Eleanor Thoms, as nurse in the University Health Service, effective January 31, 1952, in order to take another position in the nursing field.

   b. Mr. Donald F. Devine, as a Graduate Assistant in the Psychological Clinic, effective January 31, 1952, because of being called into military service.

   c. Mr. Sherwood L. Coul, as a Graduate Assistant in the Industrial Arts Department, effective January 31, 1952, in order to accept a teaching position in Rockford. The assistantship held by Mr. Coul will not be filled for the remainder of the current school year.

2. Services Terminated

   a. Mrs. Charlotte Upton, having completed her assignment in teaching one class in home economics in the University High School during the first semester of the 1951-1952 school year, concluded her work as of January 31, 1952. For the remainder of this year her services will not be needed.

   b. Miss Mary F. Keys, who substituted in the Department of Education and Psychology following the death of Miss Ethel Burris on November 5, 1951, concluded her services as of January 31, 1952, since the work she was handling the first semester could be absorbed in the department during the second semester of the current school year.

3. Leaves of Absence

   a. Sabbatical

      The following regular members of the faculty of Illinois State Normal University, having served for a period of at least five years and thus being entitled to a sabbatical leave with half salary and representing a percent total within the proper allocation of persons each year for Illinois State Normal University, have requested such leaves for the 1952-1953 year,

or as in two cases for one semester of that year, in order to do further graduate work toward higher degrees. It is recommended that these for leaves be granted.

Mr. Theodore B. Almy, Instructor in the Teaching of English (Second Semester only)
Miss Zora Cernich, Assistant Professor of Health and Physical Education
Miss Frances Damm, Instructor and Supervising Teacher in the Fifth Grade
Mr. Claude M. Dillinger, Associate Professor of Psychology (Second Semester only)
Miss Augusta Gienapp, Instructor and Assistant Librarian
Mr. Leland E. Hess, Assistant Professor of Social Science
Miss Edna E. Nyquist, Assistant Professor of English
Miss Margaret Parret, Instructor in Speech
Mr. Harold G. Paulson, Assistant Professor of Psychology
Miss Cecilia H. Peikert, Director of Museums
Miss Eunice H. Speer, Assistant Professor and Assistant Librarian
Mr. J. Russell Steele, Instructor in Health and Physical Education and Assistant in Publicity
Miss Ruth Zimmerman, Assistant Professor and Assistant Librarian

b. Leaves Other Than Sabbatical (without pay)

(1) Mr. Francis Brown, Assistant Professor of Mathematics who has not been here long enough for a sabbatical leave, in order to do further graduate work toward a higher degree during the second semester of the 1952-53 academic year.

(2) Mr. Robert G. Hammond, Assistant Professor of Industrial Arts, who has not been here long enough for a sabbatical leave, in order to do further graduate work toward a higher degree during the 1952-53 academic year.

(3) Mrs. Margaret Jorgenson, Instructor in Education, who has not been here long enough for a sabbatical leave, in order to gain

experience serving at the Juvenile Court in Toledo, Ohio, during the 1952-53 academic year. Due to an excessive number of instructors in education and psychology during the 1952-53 academic year in particular, this leave of absence without pay will be advantageous not only to Mrs. Jorgenson but to the University.

(4) Miss Rosemary McGee, Instructor in Health and Physical Education, who has not been here long enough for a sabbatical leave, in order to do further graduate work toward a higher degree during the 1952-1953 academic year.

(5) Dr. Wallace McIntyre, Associate Professor of Geography, who aside from not being here long enough for a sabbatical leave would not be entitled to such due to the fact that he is serving as a Fulbright Scholar and Lecturer in the University of the Philippines, Quezon City, Philippine Islands. When Dr. McIntyre accepted the position here, it was agreed that he would be given the opportunity of serving in this capacity in the Philippine Islands, which is of great value to him and to the Geography Department, as well as the rendering of important service to the governments of the United States and the Philippine Islands.

(6) In addition to the above five persons requesting leaves without pay due to not having been here long enough to qualify, a notation is here made that the leave of Dr. Richard G. Browne, which was granted by the Teachers College Board with the idea of a two-year period of service, as a matter of record, is renewed to cover the 1952-1953 academic year.

4. Alterations in Salary and Assignment

a. Mr. Francis Wade, Assistant Professor of Social Science and on sabbatical leave for the current year, was due for an adjustment in salary since an error was made in computing his compensation and therefore, effective December 16, 1951, his salary rate was changed from $520.00 per month to $530.00 per month, or $265.00 on a sabbatical

basis, with $132.50 due for each half month.

b. Since Miss Isabelle Terrill, Assistant Dean of Women and Director of Residence Halls, has been serving as Director of Food Service because of inability to get a Director, and because of the service rendered and the fact that a new Director of Food Service would receive at least $450.00 per month with less educational qualifications, it is recommended that the salary of Miss Terrill be changed from $435.00 per month to $450.00 per month effective February 1, 1952.

5. New Appointments (Replacements)

a. Mr. Wayne Wigell, as Assistant in the Psychological Clinic, at a salary rate of $375.00 per month to take the place of Mr. Joseph French, on leave of absence due to being called into military service. Mr. Wigell has his bachelor's and master's degrees from Illinois State Normal University and has been working through the Office of the Superintendent of Public Instruction on a citizenship project in the public schools of Illinois. This appointment was effective February 1, 1952, covering the second semester with four and one-half months of salary.

b. Miss Evelyn Keller, as nurse in the University Health Service, to take the place of Miss Eleanor Thoms, resigned, at a salary of $250.00 per month, effective February 15, 1952. The salary is exactly the same as that which Miss Thoms has been receiving.

c. Miss Bernice Huff, as Instructor in English to take the place of Miss Ruth Stroud, on leave during the second semester of the current school year. It is necessary to fill this position because there are already three other members of the English Department staff on leave and an additional vacancy could not be absorbed. Miss Huff has her bachelor's degree from the University of Chicago and a master's degree from Teachers College, Columbia University, with teaching experience in high schools in Illinois and New York, and teachers college experience in Pennsylvania. She will receive a salary of $420.00 per month for four and one-half months ending with the close of school June 6, 1952.

d. Mr. William Boyle, as Graduate Assistant in the Psychological Clinic, effective February 1, 1952, replacing Mr. Donald F. Devine, resigned, at the same per month rate of $ 150.00

e. Mrs. Lucile Holmes, who has served as a substitute teacher on previous occasions and who was approved for taking one class in speech during the first semester of the current year, has been asked to take two classes in English to cover part of the work of Dr. Gerda Okerlund, who is absent for a period of approximately two months at the beginning of the current semester, due to illness. Mrs. Holmes is to take two classes at a salary rate of $ 180.00 per month, her teaching load constituting six-fifteenths of a full load. This appointment was effective February 1, 1952.

6. Additional Substitutes

a. The name of Mrs. Mignonne Langdoc of Bloomington is submitted as an addition to the substitute list to serve at the rate of $ 12.00 per day over short periods of time. Mrs. Langdoc has the qualifications necessary to take the work of some of the regular teachers, especially in the field of English.

7. Off-Campus Supervisors

a. The following persons are being used as approved supervisors of student teachers in the places indicated. Their services are paid for at the rate of $ 8.00 per semester hour. They receive their pay twice each semester rather than each month. This is the second and final list for the first semester of the 1951-1952 school year.

Location and Name	Sem. Hrs.	Salary
Bloomington		
Bloomington High School		
Cooper, William E. (B. E.)	5	$40.00
Hostettler, Dorothy (Speech)	5	40.00
Hostettler, Roy L. (Soc. Sci.)	5	40.00
Roberts, Russell A. (Soc. Sci.)	5	40.00
Irving Junior High School		
Dunn, Esther (B. E.)	5	40.00
Pointer, Edward (P. E.)	5	40.00

Location and Name	Sem. Hrs.	Salary
Decatur		
Decatur Elementary Schools		
O'Mallie, Kathryn (Elem.)	8	$64.00
Pachciarz, Pauline (Elem.)	8	64.00
Galesburg		
Hitchcock Junior High School		
Niece, Pauline (Geog.)	5	40.00
Shelly, George (Soc. Sci.)	5	40.00
Springfield		
Lanphier High School		
Chiti, Atile (Soc. Sci.)	5	40.00
Hoffman, Joe R. (Soc. Sci.)	5	40.00
Streator		
Streator High School		
Bash, Dorothy (Soc. Sci.)	5	40.00
Butz, Alta (B. E.)	5	40.00
Magierski, Louis (Soc. Sci.)	5	40.00
Mueller, Leonard (Soc. Sci.)	5	40.00
Peoria		
Woddruff High School		
Eichhorn, Dee J. (Art)	3	24.00

b. The following persons were employed as off-campus supervising teachers for the full eighteen weeks of the first semester and appeared on the January 16-31 payroll.

Location and Name	Sem. Hrs.	Salary
Bloomington		
Bloomington High School		
Arnold, Noble (P. E.)	5	$40.00
Durflinger, Lorna (P. E.)	25	200.00
Bloomington Elementary		
Botkin, Evelyn H. (P. E.)	4/3	10.66
Bottomley, Dorothy (P. E.)	5/3	13.33
Curry, Eithal (P. E.)	2	16.00
Felton, Ruth (P. E.)	4/3	10.66
Gathman, Leta B. (P. E.)	5/3	13.33
Gedvil, Maxine (P. E.)	2-1/2	20.00
Kuchan, Carrie Irwin (P. E.)	5/3	13.33
Lindgren, Helen (P. E.)	5/3	13.33
Macy, Patricia (P. E.)	2	16.00

Location and Name (continued)	Sem. Hrs.	Salary
Miller, Dorothy (P. E.)	4/3	$10.66
Proctor, Ione (P. E.)	2	16.00
Ringer, Hazel (P. E.	5/3	13.33
Simkins, Josephine (P. E.)	2	16.00
Summers, Marie (P. E.)	2-1/2	20.00
Thomas, Gladys (P. E.)	5/3	13.33
Normal		
Normal High School		
Masters, H. E. (B. E.)	5	40.00
Riley, Helen (P. E.)	15	120.00
Scott, Richard (Soc. Sci.)	5	40.00
Normal Elementary		
Johnson, Carol (P. E.)	6	48.00

c. The following persons are being used as approved supervisors of student teachers in the places indicated. Their services are paid for at the rate of $8.00 per semester hour. They receive their pay twice each semester rather than each month. This is the first list for the second semester of the 1951-1952 school year.

Location and Name	Sem. Hrs.	Salary
Aurora		
East High School		
Shirley, Jessie M. (Art)	10	$80.00
Youngblood, Dorothy Mae (Speech & Eng.)	10	80.00
West High School		
Axelson, Joseph V. (Soc. Sci.)	5	40.00
Blubaum, Clarnece (B. E.)	5	40.00
Peterson, Hugo W. (B. E.)	5	40.00
Spangler, Mildred E. (B. E.)	5	40.00
Bloomington		
Bloomington High School		
Craig, Warren (Eng.)	5	40.00
Hostettler, Dorothy Wilson (Speech)	5	40.00
Means, Margaret (Geog.)	5	40.00
Volk, Eldon (D. E.)	5	40.00
Junior High School		
Kinsella, Margaret E. (Soc. Sci. & Geog.)	10	80.00

Location and Name (continued)	Sem. Hrs.	Salary
Calumet City		
Thornton Fractional High School		
Gentile, Adolph (P. E.)	5	$40.00
Vines, Lester F. (Ind. Arts)	5	40.00
Crystal Lake		
Chrystal Lake Community High School		
Metcalf, Owen E. (P. E.)	5	40.00
Njaa, Arthur (Soc. Sci.)	5	40.00
Decatur		
Wilson Junior High School		
Ewing, Neil (P. E.)	10	80.00
Lakeview Community Unit High School		
Wesser, Helena Janet (Bus. Educ.)	10	80.00
Elgin		
Elgin Elementary Schools		
Hutter, Loretta Claire (1st Gr.)	8	64.00
Wondergen, Margaret F. (5th Gr.)	8	64.00
Elgin High School		
Arnold, Don W. (Bus. Educ.)	10	80.00
Conzelman, John W. (Soc. Sci.)	5	40.00
Davery, Katherine H. (Soc. Sci.)	5	40.00
Galesburg		
Junior High School		
Fritsch, Raymond M. (P. E.)	5	40.00
Roberts, June L. (Math.)	5	40.00
Joliet		
Joliet Township High School		
Parker, Kenneth Paul (P. E.)	5	40.00
Peterson, C. Beecher (Geog.)	5	40.00
Lincoln		
Lincoln High School		
Cahoon, Carl Wesley (Bus. Educ.)	2-1/2	20.00
Hrehovcsik, George G. (P. E.)	5	40.00
Mason, Harold R. (Bus. Educ.)	2-1/2	20.00
Moline		
Senior High School		
Boyd, Seth J. (Math.)	5	40.00
Foley, Jack B. (P. E.)	5	40.00

Location and Name (continued)	Sem. Hrs.	Salary
Ottawa		
Ottawa Township High School		
Burke, Merle (Soc. Sci.)	10	$80.00
Morgan, E. Mildred (Geog.)	5	40.00
McKay, Robert Rankin (P. E.)	5	40.00
Pekin		
Pekin Community High School		
Howell, Floyd Richard (Bus. Educ.)	10	80.00
Pontiac		
Pontiac Township High School		
Kipfer, Frank H. (Soc. Sci.)	5	40.00
Mullaney, Sara (Bus. Educ.)	2-1/2	20.00
Watson, A. C. (Bus. Educ.)	2-1/2	20.00
Rockford		
Lincoln Junior High School		
Breckenridge, Robert Elzy (P. E.)	5	40.00
Quinn, Marguarite M. (Soc. Sci.)	5	40.00
West High School		
Greenlee, Mildred A. (Soc. Sci.)	5	40.00
Klampe, Carl H. (Ind. Arts)	5	40.00
Rock Island		
Elementary Schools		
Dunlap, Grace R. (4th Gr.)	8	64.00

8. New Summer Session Appointments (Replacements)

a. Mr. Harry L. Adams, Instructor in Geography in Joliet Township High School and Junior College, to serve for six weeks in teaching off-campus classes at a salary rate of $510.00 per month or a total of $765.00 for the entire six weeks that he will work. Mr. Adams was formerly an instructor in Bloomington High School and for several years he has worked with us on our summer session faculty, generally holding off-campus classes. This position is one that is regularly used in the summer and therefore Mr. Adams becomes a replacement for himself as of previous summers.

b. Mrs. Dorothy Busbey, Principal of Franklin School in Bloomington, as Supervising Teacher in the First Grade in the Metcalf School to take the place of Miss Wezette Hayden, who does not wish to teach during the 1952 summer session. Mrs.

Busbey would be employed for eight weeks at a salary of $410.00 per month, or $820.00 for the entire summer. She taught with us last summer in filling this same position while Miss Hayden was not on duty.

c. Miss Dorothy Dennis, Kindergarten Instructor in the Public Schools at Highland Park, Illinois, to take the place of Mrs. Wallace McIntyre as Kindergarten Instructor in the Special Education Building, since Mrs. McIntyre will be away during the entire summer session. Miss Dennis served in this same capacity last year and did excellent work. Her salary would be $420.00 per month, or $840.00 for the two months of the summer session.

d. Miss Winifred Farlow, Instructor in the Elementary Schools of Bloomington and formerly on the staff of Illinois State Normal University, as Supervising Teacher in the Third Grade in the Metcalf School, at a salary of $450.00 per month, or $900.00 for the two months of the summer session. She would take the place of Miss Mary Arnold who does not wish to teach on the campus during the summer session but prefers to handle six weeks of work in connection with our off-campus extension program. Miss Farlow, so far as summer work is concerned, would take the place of Miss Elsie Butler, who handled this program last summer while Miss Arnold was engaged in other work.

e. Dr. Arthur G. Henry, Supervisor of Special Education, Allegheny County Schools, Pittsburgh, Pennsylvania, who would take the place of Dr. Christine Ingram, who is off-campus this summer and does not wish to teach. We have taken care of Dr. Ingram's work before by bringing in persons to handle this work, which is required in connection with the Special Education program.

f. Perhaps a record should be made of the continued employment of Dr. Watson W. Gailey, Head of the Gailey Eye Clinic in Bloomington, who for the past several summers has served as a Lecturer and Consultant in connection with the educational program for the Partially Sighted and Blind in the Division of Special Education. Dr. Gailey would

again serve in this same capacity in working with our summer session students on a part-time basis at the figure of $600.00 for the entire summer session, as in previous summers.

8. Summer Session Faculty, 1952

The faculty here listed covers the regular eight-weeks summer session, June 16 to August 8, 1952, and also includes certain obligations during the month of June as indicated in the following presentation.

Summer Session Faculty 1952

Name	Degree	Department	June	July	August	Total Summer Session
Adams, Harry L. (6wks.)	M.S. in Ed.	Geography	---	$382.50	$382.50	$765.00
Alexander, Frances M.	A. M.	Soc. Sci.	---	470.00	470.00	940.00
Almy, Theodore B.	A. M.	English	---	460.00	460.00	920.00
Arnold, Mary S. (6 wks.)	A. M.	Education	---	390.00	390.00	780.00
Ashbrook, William D.	Ph. D.	Ind. Arts	---	555.00	555.00	1110.00
Bass, Buford H.	M. S. in Ed.	Ind. Arts.	---	325.00	325.00	650.00
Barford, George	M. A.	Art	---	465.00	465.00	930.00
Belshe, Francis B.	Ph. D.	Education	292.50	585.00	585.00	1462.50
Bey, Douglas R.	A. M.	Mathematics	---	530.00	530.00	1060.00
Blomgren, Roger D.	M. A.	Ind. Arts	410.00	410.00	410.00	1230.00
Bremer, Alma B.	M. A.	Home Ec.	---	460.00	460.00	920.00
Brooks, Nadine	M.S. in Ed.	Spec. Educ. Education	---	455.00	455.00	910.00
Brunk, Dorothy G.	M. A.	Spec. Educ. Soc. Sci.	---	520.00	520.00	1040.00
Buehler, Rose B. (3wks.)	Ed. D.	Education	---	416.00	---	416.00
Busbey, Dorothy	M. A.	Education	---	410.00	410.00	820.00
Claus, John R.	B.S. in Ed.	Agriculture	340.00	340.00	340.00	1020.00
Cole, Ruth	M. A.	Education	---	480.00	480.00	960.00
Cogdal, Joseph (2 wks.)	A. M.	H. & P. E.	297.50	---	---	297.50
Connell, M. Regina	Ed. D.	For. Lang.	---	590.00	590.00	1180.00
Conrad, George (6 wks.)	Ed. D.	Art	---	408.75	408.75	817.50
Cooper, Bernice	Ph. D.	H. & P. E.	---	620.00	620.00	1240.00
Cooper, Margaret	Ph. D.	Education	---	670.00	670.00	1340.00
Coul, Sherwood	B. S.	Ind. Arts	---	50.00	50.00	100.00
Crompton, Mabel P.	S. M.	Geography	---	550.00	550.00	1100.00
Cross, Clarence L.	M. S.	Phys. Sci.	---	615.00	615.00	1230.00
Damm, Frances L.	M. S. in Ed.	Education	---	460.00	460.00	920.00
Davis, Florence P.	Ph. D.	Home Ec.	---	650.00	650.00	1300.00
Decker, Charles E.	Ed. D.	Education	---	650.00	650.00	1300.00

Name	Degree	Department	June	July	August	Total Summer Session
Dennis, Dorothy	M. S.	Education	---	420.00	420.00	840.00
DeWees, William I.	Ed. D.	Education	---	585.00	585.00	1170.00
Dillinger, Claude M.	Ph. D.	Education	---	615.00	615.00	1230.00
Douglas, Thomas J.	M. S.	Agriculture	---	520.00	520.00	1040.00
Ebel, Alice L.	A. M.	Soc. Sci.	---	520.00	520.00	1040.00
Eckelmann, Dorothy	Ph. D.	Speech, Spec. Ed.	---	520.00	520.00	1040.00
Eikenberry, Alice M.	M. A.	Soc. Sci.	---	480.00	480.00	960.00
Ellis, Margery A.	A. M.	For. Lang.	---	560.00	560.00	1120.00
Engberg, Edna E.	M. Ed.	H. & P. E. Spec. Ed.	---	420.00	420.00	840.00
Farlow, Winifred R.	M. A.	Education	---	450.00	450.00	900.00
Farmer, Louise	M. S. in Ed.	Education Spec. Ed.	---	420.00	420.00	840.00
Farnsworth, Harlan H.	M. A.	H. & P. E.	---	---	470.00	470.00
Fielding, Howard I.	Ph. D.	English	---	585.00	585.00	1170.00
Force, Thelma G.	M. A.	Education	---	520.00	520.00	1040.00
French, Esther L.	Ph. D.	H. & P. E.	---	670.00	670.00	1340.00
Frey, Bernice G.	Ph. D.	H. & P. E.	---	570.00	570.00	1140.00
Freyberger, Ruth M.	Ph. D.	Art	---	520.00	520.00	1040.00
Gailey, Watson W.	M. D.	Science Spec. Ed.	---	600.00	---	600.00
Garton, Malinda D.	A. M.	Education Spec. Ed.	---	440.00	440.00	880.00
Gimmestad, Victor (6wks.)	Ph. D.	English	---	397.50	397.50	795.00
Glasener, F. Russell	Ph. D.	Soc. Sci.	155.00	620.00	620.00	1240.00
Goff, James F.	M. S. in Ed.	H. & P. E.	110.00	465.00	465.00	1040.00
Gooding, Ralph U.	Ph. D.	Phys. Sci.	---	670.00	670.00	1340.00
Gray, Miriam	Ed. D.	H. & P. E.	---	585.00	585.00	1170.00
Gray, Nina E.	Ph. D.	Biology	---	610.00	610.00	1220.00
Green, John W.	M. S.	Agriculture	---	520.00	520.00	1040.00
Griffith, Esther M.	Ph. D.	Phys. Sci.	---	585.00	585.00	1170.00
Gueffroy, Edna M.	Ph. D.	Geography	---	555.00	555.00	1110.00
Hackett, Perry	M. Mus.	Music	---	445.00	445.00	990.00
Hagman, Lucille G.	M. A.	Education	---	450.00	450.00	900.00
Hammerlund, Chester M.	M. S.	Ind. Arts	---	520.00	520.00	1040.00
Harper, Charles A.	M. S.	Soc. Sci.	---	595.00	595.00	1190.00
Helgeson, Arlan C. (6 wks.)	Ph. D.	Soc. Sci.	---	367.50	367.50	735.00
Henline, Ruth (6 wks.)	Ph. D.	English	---	438.75	438.75	877.50
Henry, Arthur G.	Ed. D.	Education Spec. Ed.	---	550.00	550.00	1100.00

Name	Degree	Department	June	July	August	Total Summer Session
Hess, Leland E.	A. M.	Soc. Sci.	---	520.00	520.00	1040.00
Hiett, Herbert R.	Ph. D.	English	---	670.00	670.00	1340.00
Hill, Eugene L.	Ed. D.	H. & P. E.	265.00	530.00	530.00	1325.00
Hinman, Dorothy	M. A.	English	---	560.00	560.00	1120.00
Holmes, F. Lincoln D.	Ph. D.	Speech	---	670.00	670.00	1340.00
Hoover, F. Louis	Ed. D.	Art	---	670.00	670.00	1340.00
Horton, Clifford E. (6wks.)	Ed. D.	H. & P. E.	---	502.50	502.50	1005.00
Hoyman, Verna	M. A. in Ed.	English	---	490.00	490.00	980.00
Hudelson, Clyde W.	M. S.	Agriculture	---	595.00	595.00	1190.00
Huggins, Ruth C.	A. M.	English	---	530.00	530.00	1060.00
Isted, Leslie M.	Ph. D.	Music	---	565.00	565.00	1130.00
Ivens, Howard J.	A. M.	Phys. Sci.	---	590.00	590.00	1180.00
Jessa, Marie	M. A.	Bus. Ed.	---	490.00	490.00	980.00
Jochums, Milford C.	Ph. D.	English	---	555.00	555.00	1110.00
Johnson, Bernadine	M. E.	Home Ec.	---	455.00	455.00	910.00
Kinneman, John A.	Ph. D.	Soc. Sci.	---	670.00	670.00	1340.00
Knudson, Emma R.	Ph. D.	Music	---	670.00	670.00	1340.00
Koepke, Harold F.	Ph. D.	Bus. Ed.	---	565.00	565.00	1130.00
Kreuz, Loretta B.	M. A. in L. S.	Lib. Sci.	---	450.00	450.00	900.00
Kuntz, Lowell J.	M. S. in Ed.	Music	---	425.00	425.00	850.00
Kurth, Clarence E. (3wks.)	Ed. D.	Education	---	382.50	---	382.50
Lamkey, Ernest M. R.	Ph. D.	Biology	---	670.00	670.00	1340.00
Lancaster, Thomas J.	A. M.	Education	---	575.00	575.00	1150.00
Laubaugh, Lavern E.	A. M.	Agriculture	---	520.00	520.00	1040.00
Leavitt, Norma M.	Ed. D.	H. & P. E.	---	555.00	555.00	1110.00
Lewis, Marjorie L.	M. A.	Education Spec. Ed.	---	490.00	490.00	980.00
Lichty, Elden A.	Ed. D.	Education	---	605.00	605.00	1210.00
Lueck, William R.	Ph. D.	Education	---	575.00	575.00	1150.00
Lundvall, Ruth M.	M. A.	Education	---	510.00	510.00	1020.00
McAvoy, Blanch (3wks.)	Ph. D.	Biology	---	472.50	---	472.00
McEvoy, Dorothy M.	M. A.	Education Spec. Ed.	---	465.00	465.00	930.00
Mansfield, Faye E.	M. A.	Education	---	500.00	500.00	1000.00
Marshall, Helen E.	Ph. D.	Soc. Sci.	---	620.00	620.00	1240.00
Martens, J. Louis	Ph. D.	Biology	---	560.00	560.00	1120.00
Marzolf, Stanley S.	Ph. D.	Psychology	---	630.00	630.00	1260.00
Mauck, Inez L.	M. A.	Education	---	470.00	470.00	940.00
Micken, Ralph A.	Ph. D.	Speech	---	605.00	605.00	1210.00
Miller, Marion G. (2/3)	Ph. D.	Art	---	380.00	380.00	760.00
Mizer, Orrin G.	M. A.	Education	465.00	465.00	465.00	1395.00

Name	Degree	Department	June	July	August	Total Summer Session
Moore, Harold A.	M. S.	Biology	---	475.00	475.00	950.00
Norskog, Edna M.	M. A.	Mathematics	---	470.00	470.00	940.00
Ogle, Alice R.	M. A.	Art, Spec. Ed.	---	520.00	520.00	1040.00
Okerlund, Gerda (2/3)	Ph. D.	English	---	420.00	420.00	840.00
Parker, Rose E.	Ph. D.	Education Spec. Educ.	---	670.00	670.00	1340.00
Parret, Margaret	M. A.	Speech	---	460.00	460.00	920.00
Peithman, Harlan W.	Ph. D.	Music	---	585.00	585.00	1170.00
Peters, Margaret K.	Ph. D.	Bus. Educ.	---	540.00	540.00	1080.00
Plagakis, Mary	M. A.	Education Spec. Educ.	---	450.00	450.00	900.00
Porter, Charles B.	B. S.	Ind. Arts	---	420.00	420.00	840.00
Radtke, Anola C. (6 wks.)	M. M.	Music	---	345.00	345.00	690.00
Reed, Howard O.	Ed. D.	Ind. Arts	---	575.00	575.00	1150.00
Richards, Doris M.	M. S.	Speech Spec. Educ.	---	400.00	400.00	800.00
Rickman, Lillie Mae	M. A.	Education Spec. Educ.	---	500.00	500.00	1000.00
Ries, Donald T. (2/3)	Ph. D.	Biology	---	385.00	385.00	770.00
Rine, T. E.	M. S.	Math.	---	530.00	530.00	1060.00
Robie, Doris	M. A.	H. & P. E. Spec. Educ.	---	530.00	530.00	1060.00
Ross, Josephine	M. A.	Home Econ.	---	540.00	540.00	1080.00
Royce, Bertha M.	Ph. D.	Biology	---	630.00	630.00	1260.00
Rozum, Mary A.	M. S.	Education	---	455.00	455.00	910.00
Russell, Elizabeth	M. A.	Education	---	510.00	510.00	1020.00
Serra, Mary C.	Ph. D.	Education Spec. Educ.	---	520.00	520.00	1040.00
Shaw, William H.	M. A.	Speech	---	510.00	510.00	1020.00
Shea, Grace R.	M. A.	Health (Nurse)	---	470.00	470.00	940.00
Sheveland, Alice	M. A. in Ed.	Education	460.00	460.00	460.00	1380.00
Spector, Irwin	Ph. D.	Music	---	520.00	520.00	1040.00
Speer, Eunice H.	M. S.	Lib. Sci.	---	520.00	520.00	1040.00
Stein, Ethel G.	M. A.	Education	---	480.00	480.00	960.00
Struck, Edwin G.	M. S.	H. & P. E.	---	520.00	520.00	1040.00
Tarrant, Thalia J. (6wks.)	A. M.	Soc. Sci.	---	367.50	367.50	735.00
Tasher, Lucy Lucile	Ph. D.	Soc. Sci.	---	595.00	595.00	1190.00
Tasker, Vivian	M. A.	Education Spec. Educ.	---	460.00	460.00	920.00
Teager, Florence E.	Ph. D.	English	---	630.00	630.00	1260.00
Thams, Paul F.	M. S.	Education Spec. Educ.	---	500.00	500.00	1000.00
Tiedeman, Herman R.	Ph. D.	Education	---	615.00	615.00	1230.00
Toll, Lewis R.	Ed. D.	Bus. Educ.	---	670.00	670.00	1340.00
Vance, Arden L.	M. M.	Music	---	465.00	465.00	930.00

Name	Degree	Department	June	July	Total August	Total Summer Session
Vetter, Dale B.	Ph. D.	English	---	585.00	585.00	1170.00
Vinson, Esther	A. M.	English	---	595.00	595.00	1190.00
Watterson, Arthur W.	Ph. D.	Geography	---	575.00	575.00	1150.00
Webb, Mary D.	M. A.	Bus. Educ.	---	530.00	530.00	1060.00
Westhoff, Margaret M.	M. S.	Music	---	470.00	470.00	940.00
Wilcox, Charlotte E.	M. S. P. H.	Biology	---	520.00	520.00	1040.00
Woodburn, John	M. A.	Science	---	401.25	---	401.25
Yates, Ruth V.	M. A.	Speech	---	520.00	520.00	1040.00
Yedor, Leo J.	Ph. D.	Soc. Sci.	---	585.00	585.00	1170.00
Young, Orville L.	Ph. D.	Agriculture	---	555.00	555.00	1110.00

Library Staff

Welch, Eleanor W.	M. S.		---	615.00	615.00	1230.00
Crosby, Lucile Z.	M. S. in L. S.		---	470.00	470.00	940.00
Galaway, Beryl	A. M. in L. S.		---	450.00	450.00	900.00
Gienapp, Augusta	B. S. in L. S.		---	430.00	430.00	860.00
Guthrie, Clara L.	M. S. in L. S.		---	520.00	520.00	1040.00
Kelley, Edna I.	B. Ed.		---	420.00	420.00	840.00
Lawrence, Margaret	M. A.		---	470.00	470.00	940.00
Metzler, Winifred S.	M. A.		---	475.00	475.00	950.00
Plotnicky, Gertrude A.	----		---	420.00	420.00	840.00
Pohle, Genevieve A.	M. A.		---	455.00	455.00	910.00
Zimmerman, Ruth	M. A.		---	520.00	520.00	1040.00

III. OTHER EMPLOYEES

1. Resignations

   a. Mrs. Mary Louise Dortch, as Clerk I in the Office of the Dean of the University, effective February 1, 1952, for health reasons.

   b. Mrs. Dorothy Metcalf, as Secretary I in the office of the Dean of Men, effective February 1, 1952, for health reasons.

   c. Mrs. Patricia Rich, as Clerk Stenographer I in the Office of the Assistant Dean of Men, effective February 15, 1952, in order to go to her husband who is in military service.

   d. Miss Marilyn Wertz, as part-time student worker in the Alumni Office, on a twenty-five hour per week basis, effective January 26, 1952, in order to be married.

   e. Mr. Harold W. Huber, as Clerk II in the mailing

service handling mail and working in mailing room with addressograph materials, effective February 15, 1952, in order to accept another position.

f. Mr. Charles Richard Ellis, as a student worker on a twenty-five hour per week basis, in order to be transferred to the per hour student payroll effective February 1, 1952.

g. Mrs. Anita B. Jones, under the classification of Clerk Stenographer I, in the Bureau of Appointments, effective March 7, 1952, in order to be with her husband who is in military service.

h. Mrs. Mary Metzke, under the classification of Clerk Stenographer I, in the Art Department, effective March 15, 1952, due to home conditions.

1--A. Leave of Absence

a. Mrs. Catherine Bonny, under the classification of Janitress in Milner Library, effective March 15, 1952, for health considerations.

2. Services Terminated

a. Mrs. Betty Girard, as part-time student worker in the Office of Dr. F. Louis Hoover, Head of the Art Department, effective January 16, 1952 for health reasons.

b. Miss Barbara Ambrose, as part-time student worker on the twenty-five hour per week basis, effective February 1, 1952, due to leaving school.

3. Alteration in Salary and Assignment

a. Mrs. Mildred Schneeberg, to be changed from part-time student worker in the Office of the Assistant to the Business Manager, to a full-time position under the University Civil Service System of Illinois with the classification of Clerk II, at a rate of $200.00 per month, effective January 1, 1952. Following the death of Mr. Lloyd Eyer, Assistant to the Business Manager, last September, it has been impossible to fill this position with the proper person and Mrs. Schneeberg has had to take over additional responsibilities.

b. Mr. G. A. Winker, Storekeeper in charge of supplies for all food service in the residence halls and cafeteria, due to being given additional assignment both as to duties and the length of his hours. It is recommended that his salary be changed from $230.00 to $250.00 per month effective January 15, 1952. This salary is payable from the Bond Issue Revolving Fund.

c. Mrs. Elmina A. Smith, under the classification of Janitress, is recommended to be changed in salary from $145.00 to $150.00 per month effective as of February 16, 1952, in order to bring her up to the minimum of her classification.

d. Mr. Fred I. Stiles, under the classification of Assistant Farmer, is recommended to be changed in salary from $191.00 to $200.00 per month effective as of February 16, 1952, in order to bring him up to the minimum of his classification.

e. Mr. William R. Anderson, under the classification of Assistant Farmer, is recommended to be changed in salary from $197.00 to $200.00 per month effective as of February 16, 1952, in order to bring him up to the minimum of his classification.

f. Mr. John M. Monical, under the classification of Assistant Farmer, is recommended to be changed in salary from $197.00 to $200.00 per month effective as of February 16, 1952, in order to bring him up to the minimum of his classification.

g. In addition to the foregoing persons, there were some general changes made necessary for all office persons working more than twenty-five hours per week and formerly classified as part-time student workers, but who now must come under the University Civil Service System classification effective January 1, 1952. These changes, including the present and new rates of pay, are as follows:

(1) Mrs. Leyla Aimone, Library Clerk I, from $145.00 to $150.00 per month.

(2) Mrs. Mary Louise Dortch, Clerk Typist I, from $140.00 to $150.00 per month.

(3) Miss Joanne Fissel, Clerk Stenographer I, from $ 140.00 to $ 150.00 per month.

(4) Mrs. Helen D. Fuller, Switchboard Operator, from $ 145.00 to $ 150.00 per month.

(5) Mrs. Patricia Gardner, Clerk Stenographer I, from $ 145.00 to $ 150.00 per month.

(6) Mrs. Wynona Gillett, Clerk Typist I, from $ 140.00 to $ 150.00 per month.

(7) Mrs. Barbara Landwehrmder, Clerk Typist I, from $ 140.00 to $ 150.00 per month.

(8) Mrs. Shirley B. Mohr, Clerk Stenographer I, from $ 140.00 to $ 150.00 per month.

(9) Mrs. Phyllis Quensel, Clerk Stenographer I, from $ 140.00 to $ 150.00 per month.

(10) Miss Rosamari Schaper, Clerk Typist I, from $ 140.00 to $ 150.00 per month, effective January 16, 1952.

(11) Mrs. Betty Schoenborn, Clerk Stenographer I, from $ 145.00 to $ 150.00 per month.

(12) Miss Genevieve Stang, Clerk Stenographer I, from $ 145.00 to $ 150.00 per month.

4. Return from Leave of Absence

a. Mrs. Mary Metzke, as Secretary to Dr. F. Louis Hoover, Head of the Art Department, under the classification of Clerk Stenographer I, effective February 1, 1952, at her former salary of $ 203.00 per month.

5. New Appointments (Replacements)

a. Mrs. Anita B. Jones, as Secretary in the Bureau of Appointments under the classification of Clerk Stenographer I, at a salary rate of $150.00 per month effective February 7, 1952, to take the place of Miss Bette Reilly, resigned.

b. Miss Rosemary Paris, as part-time student worker in the Alumni Office, at a salary rate of $90.00 per month effective February 1, 1952, to take the place of Miss Marilyn Wertz, resigned.

c. Mr. Wilbur F. Steingraber, under the Civil

Service System classification of Clerk II, to handle mail service and assist in the mailing room with the addressograph materials, effective February 7, 1952, at the rate of $ 160.00 per month, to take the place of Mr. Harold W. Huber, resigned.

d. Mrs. Barbara Ziegler, under the Civil Service System classification of Clerk Stenographer I, to handle work in the Office of the Assistant Dean of Men, effective February 4, 1952, at the rate of $ 160.00 per month, to take the place of Mrs. Patricia Rich, resigned.

e. Mrs. Dorothy S. Richardson, under the Civil Service System classification of Secretary I in the Office of the Dean of Men, effective February 26, 1952, at a salary rate of $ 240.00 per month. This fills the position caused by the resignation of Mrs. Dorothy Metcalf.

f. Miss Arleen Shols, under the Civil Service System classification of Secretary I, as Secretary to the Dean of the University, effective March 15, 1952, at a salary rate of $ 200.00 per month to take the place of Mrs. Shirley Mohr, Acting Secretary, who will be shifted to take the work of Mrs. Mary Dortch, resigned.

g. Mrs. Lois R. Glock, under the classification of Clerk Typist II, in the Art Department, to replace Mrs. Mary Metzke, effective March 12, 1952, at a salary rate of $ 170.00 per month. Mrs. Glock has passed the examination of the University Civil Service System of Illinois and meets the requirements for this position.

h. Mrs. Harriett Anderson, under the classification of Janitress, in Milner Library, as a temporary appointment at a salary rate of $ 160.00 per month, effective March 1, 1952, to replace Mrs. Catherine Bonny, on leave.

6. New Appointments (New Positions)

a. Mrs. Grace Henninger, under the classification of Cook I, effective as of February 26, at a salary of $ 170.00 per month payable from Bond Revenue funds, to fill a new position due to the opening of the kitchen and dining halls in

the new self-liquidating residence halls.

b. Mrs. Lou F. Foreman, under the classification of Kitchen Helper, effective as of February 26, at a salary rate of $150.00 per month payable from Bond Revenue funds, to fill a new position due to the opening of the kitchen and dining halls in the new residence halls.

c. Mrs. Susie M. Kumler, under the classification of Cook I, effective as of February 25, at a salary rate of $170.00 per month payable from Bond Revenue funds, to fill a new position due to the opening of the kitchen and dining halls in the new self-liquidating residence halls.

d. Mrs. Laura E. Berry, under the classification of Kitchen Helper, effective as of February 25, at a salary rate of $150.00 per month payable from Bond Revenue Funds, to fill a new position due to the opening of the kitchen and dining halls in the new self-liquidating residence halls.

e. Mrs. Elizabeth Kennel, under the classification of Cook I, effective as of March 17, 1952, at a salary rate of $170.00 per month, payable from Bond Revenue Funds to fill a new position due to the opening of the kitchen and dining halls at the new self-liquidating residence halls.

IV. THE ORGANIZATION

1. Special Education

The program for the education of teachers of exceptional children continues to be one of the major challenges at Illinois State Normal University. Operating under the Illinois Plan worked out in the Office of the Superintendent of Public Instruction and under the immediate direction of Mr. Ray Graham and his associates, the plan calls for the availability of an adequate supply of teachers educated in certain special areas. These areas are the deaf or hard of hearing, the blind or partially sighted, the physically handicapped, speech defective, mentally retarded, and maladjusted. There is also the area of the gifted child for which a program of teacher education is now being constructed.

At the present time, the number of trained teachers does not begin to meet the demand. This condition prevails in Illinois and throughout the nation with every state except one having legislation providing for the education of handicapped children and consequently demanding teachers in the various special areas.

Locally, evidence of the inadequate supply is found in the records of the Bureau of Appointments here at the University. In the period of one year a total of 157 vacancies and requests for teachers was reported to the Bureau with 15 graduates available for consideration during that period. In the brief period between November 29, 1951 and March 7, 1952, there were 55 vacancies reported covering all of the fields in which teachers of exceptional children are educated. Most of these vacancies were in Illinois although there were calls from Michigan, California, Oregon, Iowa, Minnesota, and New York included in this number.

Although the demand is decidedly greater than the supply, there is a note of optimism in the increased interest, among those entering the teaching profession, in education for teaching of handicapped children. Locally, there has been a consistent increase in the enrollment in the Division of Special Education from three students in September 1944 to 168 majoring in this Division in September 1951. Although certain departments and divisions of the University showed a decrease between the first and the second semesters of the current year, the Division of Special Education did not have any decrease.

Evidence of the adequate provisions of the Division of Special Education to carry on this program is available in the form of a special bulletin showing the nature and extent of the offerings for the 1952 summer session. Acopy of this special bulletin is included with this Board Report.

V. THE CURRICULUM

In an attempt to render an even more extensive service in teacher education and try to cover the levels and types of professional preparation that need further

emphasis, as indicated by demands from the field, Illinois State Normal University is giving active consideration at this time to the education of teachers for the following types of work.

1. Junior High School Teaching

A committee has been at work for some time preparing, in cooperation with administrators and teachers throughout the state, materials that would make possible a unified and coordinated curriculum highly adapted to the education of teachers for any combination of grades that might be found in junior high schools or in certain departmentalized elementary schools. This program is ready to function as a result of certain new considerations and developments as well as adaptations of existing materials and procedures. At present the attempt is made to make the program more functional and more highly adapted to the needs that exist as revealed by visitation by staff members of a number of such schools in Illinois.

2. Instruction in Junior Colleges

The offering of certain courses on both undergraduate and graduate levels for the education of teachers for junior colleges continues with greater emphasis on the nature and content of courses and more highly adaptable materials gauged to the needs of this level of education. Illinois State Normal University has been invited by the National Association of Junior Colleges to serve as one of seven colleges and universities in the United States to cooperate with the University of Texas as the agent of the national organization on a program of study and refinement looking to the improvement of this type of work.

3. Teaching at the Pre-Elementary Level

With the operation of three kindergartens on the campus at the present time and with staff members, including and beyond the three persons in charge of these kindergartens, qualified and given the opportunity to develop work in the area of kindergartens and nursery schools, it is expected that leadership will be exercised in making available to the schools of Illinois an improved type of teacher for a level of work preceding that of the primary grades.

4. Supervision of Student Teachers

The present excellent offerings and an extension of such services are being brought together into a unified program for the development of teachers to serve in the capacity of critic teachers, as they have been commonly known through the years in teacher educating institutions. The graduate program at Illinois State Normal University is adapted to the education of such teachers. By inviting into this program successful teachers who have the type of background both personally and professionally that would make them valuable in this area, where there is a marked scarcity, it is expected that a real need that has not previously been met can be provided for and that teachers colleges throughout the country will be interested in the availability of such capable persons. The demand for this type of teacher will far exceed the supply for many years to come.

VI. BUILDINGS AND GROUNDS

1. Progress Report

a. Fell Hall. All structural steel for the two additions to Fell Hall has been received and is in place. Brick work has moved along rapidly on the center wing extending to the west and will soon begin on the large south wing. It is now expected that the west wing will be ready for use when school opens next September but it is very doubtful if the rooms for students in the south wing will be available at that time. It is hoped that the large drawing room and other quarters on the first floor of the south wing will be ready. In an attempt to hasten the progress of this work, Fell Hall will be vacated entirely during the summer so that the present drawing room can be enlarged into a dining room, the present kitchen can be expanded partially into the present dining room and also into a new adjoining area to be built, and the portion of the hall to be used as a part of the new drawing room extending into the south wing can be made ready for occupancy.

b. Landscaping. With contracts already let and much of the work started, the landscaping in three of the four areas should make marked

progress during the spring and summer. The work in front of Old Main has progressed to the point where there is a matter of completion of grading and planting. Around the Special Education Building, walks have been completed but there is considerable work to be done on the playground and also in planting around the building. In front of the residence halls looking to the west, walks, grading, and planting will be carried out under an existing contract. This will form one-half of the landscaping which will be completed when another two halls are built along Main Street looking east to the present two halls. The landscaping around Fell Hall awaits further completion of building construction.

c. Plans for Elementary-Junior High School Building. The Associate Architects are doing some very preliminary organization and giving consideration to staff suggestions for this building and there will soon be matters to discuss with the Building Committee of the Teachers College Board in carrying out some of the building ideas in the minds of faculty committees. Within the next few weeks it is hoped that the Building Committee of the Teachers College Board can go into this situation as they are doing at the present time for Eastern Illinois State College.

VII. AUXILIARY ENTERPRISES

1. Self-Liquidating Program

Although the self-liquidating program is not an auxiliary enterprise as now recognised, it is closely enough related that probably comments may be included under this heading.

a. Dining Room Opened. The time has finally been reached when it appears that the dining rooms in the two new residence halls can be used by the students for regular meal service. There still remains the necessity of trying to get a Director of Food Service but other employees have been added to the staff to such an extent that, with some difficulties that may be overcome, the shift of residents in these halls to their own dining rooms can be accomplished,

thus relieving Fell Hall for the entire use of freshman students and upper class Honor Residents assigned to that dormitory. Very soon, and for the first time this year, the young women in Fell Hall will see it as it should have been throughout the year with the drawing room operating with all the furnishings in proper place and dining room tables eliminated from the drawing room that were necessary when we had to serve 450 persons where ordinarily only 150 were cared for at meal time. The two or three brief trials of the new kitchen and the dining rooms in the new halls indicate that an attractive and efficient service can be expected. It is hoped that a Director of Food Service may be employed at least by the summer session. In the meantime, Miss Terrill, Assistant Dean of Women and Director of Women's Residence Halls, kindly continues to assume this responsibility.

b. Popularity of New Residence Halls. If there has been any doubt on the part of Board Members or even of bond holders involved in the self-liquidating program as to the continued demand for living quarters in the new residence halls on the basis of applications up to capacity, this should be dispelled with the knowledge that there were approximately 270 immediate applications for places in the women's residence hall, beginning in September 1952, with capacity of 156 persons. This demand is further noted when it is known that at three o'clock on the afternoon of the day that it was announced that applications for reservations could be made at seven that evening, there were over 100 women in line with this number increasing until such time that it was decided that numbers would be given out for these people to return just ahead of the seven o'clock hour. A picture of part of this line was made and will be offered as "Exhibit A" at this Board meeting of March 17.

VIII. STUDENT LIFE

1. Glee Club Tour

The annual trip made by the Men's Glee Club of the University will be taken Monday, Tuesday,

and Wednesday, April 7, 8, and 9, which represents the first three days of the spring vacation. This year the men will present programs during the day at the high schools in the following places: Gibson City, Onarga, Paxton, Hoopeston, Danville, Pontiac, Dwight, Minooka, Argo, Calumet City, Kankakee and Bradley, with additional evening concerts at Danville and Minooka.

2. Baseball Trip

The baseball squad of the University will make a trip south during the spring vacation as has been their custom for the past several years. They will play Evansville College in Indiana as they move south, but most of their games will be played in and near Pensacola, Florida, with the last game being played with Washington University in St. Louis on the return trip. This offers an excellent opportunity for good conditioning of the baseball team.

3. Gamma Phi Circus

The annual Gamma Phi (honorary physical education fraternity) Circus was presented on the campus Friday and Saturday evenings, March 14 and 15. The request for the presentation of this off campus is greater than time and facilities will permit, but this year four invitations have been accepted without creating a problem as to time away from classes or unwarranted expense. All expenses are cared for by the communities where this attraction is presented. This year the circus will make presentations at Mendota, DeKalb (campus of Northern Illinois State Teachers College), Clinton, and Jacksonville. The circus participants will be accompanied in each instance by the University Circus Band, which is a combination development from the University Marching Band and the University Concert Band. It is hoped that members of the Board may some time have the opportunity of witnessing this circus which has gained a very enviable reputation over considerable area away from the campus.

4. College Day

The date for College Day this year is Monday, April 28. At this time approximately 1200 high school seniors interested in teacher education

will come to the campus from a large number of schools. In the past these people have come from approximately 80 high schools at varying distances from Normal. They will have an opportunity to discuss teacher education, to interview heads of departments and directors of divisions, and to get some idea of teacher education in general and the program at I. S. N. U. in particular.

IX. MISCELLANEOUS

1. Conference on Public Relations

The Fourth Annual Conference on Public Relations, dealing with relationship to press and radio, was held Saturday, March 8, with over 200 persons attending the luncheon. The conference this year marked the greatest participation in numbers and in area over the state of any of the years in this program has been offered. Administrators, teachers, newspaper editors and managers, radio officials and broadcasters, and numerous groups engaged in teacher education consittuted the group in attendance. Persons came from a range in territory from Lawrenceville to Freeport and Rockford, and Quincy across to Danville. This important presentation of the relationships that do and should exist between schools and press and radio is apparently meeting a real need based on the comments of those who have been in attendance. The main luncheon address March 8 was given by Dr. Herold Hunt, General Superintendent of the Chicago Public Schools.

2. Music Groups on Campus

a. Robed Choir of Sterling Township High School. This group of 70 young people will be on the campus on Wednesday, April 2, to present a concert before both assemblies that have been designated as the Annual College Day assemblies in preparation for College Day activities that will culminate with the definite date of April 28, when students in large numbers will come to the campus. The group from Sterling Township High School makes it a practice to go out to different colleges and universities each year. It is known that they have appeared at Northern Illinois State Teachers College, as well as at numerous liberal arts colleges, teachers colleges,

and some rather large universities both in and outside of Illinois.

b. Northwestern University Glee Club. This well-known music organization comes to the campus on Friday, April 18, to present a concert in the interest of Northwestern University but utilized by I. S. N. U. as a means toward further stimulating interest in good music. It is the good fortune of the University to have them since they suddenly found that they had an open date between Indianapolis Thursday night and Peoria Saturday night.

c. Founder's Day. On February 28 the Annual Founder's Day dinner was held at Fell Hall with 135 persons in attendance. The Alumni Association had the pleasure and good fortune of having two former staff members come to the campus to participate in the program, both President Buzzard of Eastern and President Holmes of Northern having formerly served on the faculty of I. S. N. U. in the Department of Geography. Five years hence, this Founder's Day dinner will probably be the "kick-off" event of the Centennial celebration. A copy of the program of the dinner this year has been provided for all members of the Teachers College Board.

d. Survey of Kindergartens. Illinois State Normal University has been asked to make a survey of kindergartens and to indicate methods for improvement of services in St. Clair County. The University is providing for this service Dr. Margaret Cooper, Director of the Division of Elementary Education, Dr. Rose Buehler, Associate Professor of Education, Mrs. Margaret McIntyre, Supervising Teacher of the Kindergarten in the Special Education Building, and Miss Madeleine Wolferz, Supervising Teacher of the Kindergarten at Cardinal Court (Veteran's Center) of the University. Expenses for the time these people are in St. Clair County will be provided from the office of the County Superintendent of Schools. This study should be of value to the people of St. Clair County, to those of our staff who make the survey, and to the University as a whole.

X. SUMMARY

Consideration and favorable action will be appreciated

on the following items presented in this report.

1. Acceptance of the resignations of Miss Eleanor Thoms, Mr. Donald F. Devine, Mr. Sherwood L. Coul.

2. Granting of sabbatical leaves to Mr. Theodore B. Almy, Miss Zora Cernich, Miss Frances Damm, Mr. Claude M. Dillinger, Miss Augusta Gienapp, Mr. Leland E. Hess, Miss Edna E. Nyquist, Miss Margaret Parret, Mr. Harold G. Paulson, Miss Cecilia H. Peikert, Miss Eunice H. Speer, Mr. J. Russell Steele, Miss Ruth Zimmerman.

3. Granting of leaves of absence other than sabbatical without pay to Mr. Francis Brown, Mr. Robert G. Hammond, Mrs. Margaret Jorgensen, Miss Rosemary McGee, Dr. Wallace McIntyre, Dr. Richard G. Browne.

4. Alterations in salaries and assignments of Mr. Francis Wade, Miss Isabelle Terrill, as indicated.

5. Approval of the appointment of Mr. Wayne Wigell, Miss Evelyn Keller, Miss Bernice Huff, Mr. William Boyle, Mrs. Lucile Holmes.

6. The addition of the name of Mrs. Mignonne Langdoc as a regular substitute.

7. Approval of the off-campus supervisors where student teachers are working and the remuneration for each of these supervisors as listed for the second half of the first semester and the first half of the second semester of the current school year.

8. Approval of the employment of Mr. Harry L. Adams, Mrs. Dorothy Busbey, Miss Dorothy Dennis, Miss Winifred Farlow, Dr. Arthur G. Henry, Dr. Watson W. Gailey as staff members for the 1952 summer session.

9. Approval of the summer session faculty according to names listed and at salaries indicated.

10. Resignations of Mrs. Mary Louise Dortch, Mrs. Dorothy Metcalf, Mrs. Patricia Rich, Miss Marilyn Wertz, Mr. Harold W. Huber, Mr. Charles Richard Ellis, Mrs. Anita B. Jones, Mrs. Mary Metzke as non-academic employees and leave of absence for Mrs. Catherine Bonny.

11. Sanction of alterations in salary and assignment for Mrs. Mildred Schneeberg, Mr. G. A. Winker, Mrs. Elmina A. Smith, Mr. Fred Stiles, Mr. William R. Anderson, Mr. John H. Monical.

12. Sanction of slight adjustments in salary for Mrs. Leyla Aimone, Mrs. Mary Dortch, Miss Joanne Fissel, Mrs. Helen D. Fuller, Mrs. Patricia Gardner, Mrs. Wynona Gillett, Mrs. Barbara Landwehrmier, Mrs. Shirley B. Mohr, Mrs. Phyllis Quensel, Miss Rosamari Schaper, Mrs. Betty Schoenborn, Miss Genevieve Stang.

13. Approval of Mrs. Anita B. Jones, Miss Rosemary Paris, Mr. Wilbur F. Steingraber, Mrs. Barbara Ziegler, Mrs. Dorothy S. Richardson, Miss Arleen Shols, Mrs. Lois R. Glock, Mrs. Harriett Anderson as replacements to fill existing vacancies as indicated.

14. Approval of new appointments for new positions under the self-liquidating program payable from Bond Revenue funds for Mrs. Grace Henninger, Mrs. Lou F. Foreman, Mrs. Susie M. Kumler, Mrs. Laura E. Berry, Mrs. Elizabeth Kennel.

Respectfully submitted,

R. W. Fairchild

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING AT SPRINGFIELD, ILLINOIS MARCH 17, 1952

To the Members of the
Teachers College Board of Illinois:

The following report is submitted for the Western Illinois State College:

1. Students

A. Enrollment, Winter Quarter 1951-52

TEACHERS COLLEGE BOARD

	Men & Boys	Women & Girls	Total	Total One Year Ago
1. College				
a. On campus				
Graduates	81	39	120	119
Seniors	125	90	215	238
Juniors	142	82	224	261
Sophomores	154	154	308	354
Freshmen	208	176	384	504
Sub-total	710	541	1,251	1,476
b. Extension				
Graduates	22	48	70	24
Undergraduates	59	483	542	372
Sub-total	81	531	612	396
Total	791	1,072	1,863	1,872
2. Secondary Schools				
Western High	58	71	129	121
Bardolph	26	25	51	58
Kewanee	302	338	640	651
Galesburg	488	490	978	1,001
Jacksonville	410	416	826	816
Macomb	180	191	371	0
	1,464	1,531	2,995	2,647
3. Elementary				
Western Training School	126	137	263	276
Edison Jr. High	120	120	240	0
Other Training Schools (Rural, Adair, Bardolph)	122	110	232	209
	368	367	735	485
Grand Total	2,623	2,970	5,593	5,004

B. Enrollment for the Winter Quarter according to majors in the various curricula:

Agriculture	78
Art	14
Biology	30
Business Education	153
Chemistry	41
English	75
Education	93
Foreign Languages	4
Geography	16
Physical Education - Men	132
Physical Education - Women	52
Home Economics	56
Industrial Arts	65
Mathematics	27
Music	52
Physics	12
Social Science	61
Kindergarten-Primary	86
Intermediate Grades	29
Curriculum B - Administration	8
Curriculum B - All Grades	17
Curriculum A - All Grades	24
Junior High School	18
Unclassified and one-year curricula such as pre-law, pre-engineering, pre-dental, pre-medicine, pre-nursing, etc.	108
	1,251

C. Teachers College Scholarship List

1. I certify to the Teachers College Board that the persons of the addresses indicated in each case, a list of whom was sent to the Secretary together with the voucher dated February 4, 1952 to be submitted to the Auditor of Public Accounts, attended the Western Illinois State College during the Winter Quarter 1951-52 under the provisions of Section 30-1 of "The School Code".

D. Military Scholarship List

1. I certify to the Teachers College Board that the persons of the addresses indicated in each case, a list of whom was sent to the Secretary along

with the voucher dated February 21, 1952 to be submitted to the Auditor of Public Accounts, attended the Western Illinois State College during the Winter Quarter 1951-52 under the provisions of Section 30-5 of "The School Code".

II. Faculty

A. Resignations

1. Mrs. Clara H. Harley, who has served as periodicals librarian since September 1949, has submitted her resignation to become effective August 31, 1952.

2. Mr. Howard Cordell, high school librarian, has submitted his resignation to become effective July 15, 1952.

B. Leaves of Absence

1. The following individuals, all of whom have completed five or more years' service at Western, have requested leave of absence on one-half salary during the 1952-53 academic year in order to continue work toward the doctorate:

   a. Miss Olive Fite, Assistant Professor of English

   b. Miss Nancy Neeley, Assistant Professor of Home Economics

   c. Mr. Lawrence W. Kerker, Instructor of Physical Education

   d. Miss June Sebree, Instructor of Physical Education

   e. Mr. Joseph Stipanowich, Instructor of Mathematics

2. The following faculty members have requested leave of absence without salary during the 1952-53 academic year in order to continue their graduate study:

   a. Mr. James Schinneller, Instructor of Art

   b. Miss Dorothy McNeill, Instructor of Physical Education

3. Mrs. Ruth L. Zimmerman, Dean of Women, has

requested a leave of absence without salary for the period April 1 to June 15, 1952 in order to study and travel in the Mediterranean area.

C. Replacements

1. Mr. E. L. Rice was employed beginning January 8, 1952 as Instructor in the Agriculture Department at $460 per month to fill the vacancy created when Mr. L. K. Robinson was recalled to military service last October. Mr. Rice received the B.S. and M.S. degrees from the University of Illinois. He has had twelve years' teaching experience in the high schools at Gilmore, W. Va., and Manlius, Illinois.

2. Mr. Arnold Wendt was employed as Instructor in the Department of Mathematics effective January 1, 1952 at $470 per month. Mr. Wendt's degrees are: B.S., University of Chicago; M.S. in Ed., Southern Illinois University; M.S., University of Wisconsin. His doctoral thesis is in the final stages of completion and he expects to be awarded the Ph.D. degree by the University of Wisconsin in June, 1952. He has held teaching assistantships at Southern Illinois University and the University of Wisconsin. Mr. Wendt filled the vacancy created by the death of Mr. Edwin W. Schreiber.

3. Mrs. Mary Stipanowich will be employed for the period April 1 to June 15, 1952 as Faculty Assistant to serve as Acting Dean of Women during the absence of Dean Ruth L. Zimmerman. Mrs. Stipanowich has the B.Ed. degree from Western and has served previously in this capacity. Her salary will be $225 per month.

4. Mrs. Florence Tillman will be employed during the months of March, April and May 1952 (spring quarter) to teach in the Department of Geography and Geology. Her salary will be $250 for one-half time work. Mrs. Tillman received the A.B., M.S., and Ph.D. degrees from the University of Wisconsin.

5. Mr. Donald E. Beatty will be employed effective June 1, 1952 as Instructor in the Department of Audio-Visual Education at a salary of $400 per month. Mr. Beatty received the B.S. degree from

Western and will receive the M.S. degree in May 1952. He has worked as a student assistant in this department for several years.

6. Mr. C. Clifton Aird will be employed during the second summer term as Instructor in the Department of Geography and Geology at $450 per month or a total of $675 for the term. His degrees are: B.S., University of Minnesota and M.A., University of Chicago. In addition he has taken graduate work at the University of Colorado, Oberlin College, and State College of Pennsylvania. He is regularly employed on the staff of Michigan College of Mining and Technology.

7. Mr. Robert E. Christian will be employed as Instructor in the Department of Chemistry the first summer term 1952 at $400 per month. Mr. Christian received the B.S. degree from Western and will receive the M.S. degree in May. He has had experience as laboratory assistant in the department.

8. Miss Helen Hoing will be employed the first summer term as Instructor in the Department of Education at $400 per month. Miss Hoing received both the Bachelor's and Master's degrees from Western and is regularly employed in one of our affiliated schools. She will teach the all-grade workshop course.

9. Miss Elizabeth A. Beckmann will be employed the first summer term as Instructor in the Department of Music at $400 per month. She received the B.M. degree from Morningside College Conservatory of Music and the M.M. degree from Eastman School of Music. She will teach piano and organ at Western.

10. Mrs. Jean Morrow will be employed during the spring quarter 1952 as Instructor in the Department of Biological Sciences. She will receive $125.00 per month for one-fourth time work. Mrs. Morrow received the A.B. degree from Park College and the M.S. from the State University of Iowa. She has taught at Western during summer terms and also done substitute teaching in Western High. The addition of this one class in biology is necessitated by our limited science facilities.

D. Faculty list with salary schedule for the first and second summer terms 1952, to be paid from appropriations for Personal Services, General Revenue Fund:

Name	Degree	Department	June	July	August
Professors					
Beighey, Clyde	Ph. D.	Bus. Educa.	$725.00	$362.50	
Schleier, Louis M.	Ph. D.	Education	725.00	725.00	725.00
Tillman, Arthur G.	Ph. D.	Geography	725.00	362.50	
Archer, Julian L.	Ph. D.	Education	695.00	695.00	695.00
Ayre, H. Glenn	Ph. D.	Mathematics	680.00	680.00	680.00
Thisted, M. N.	Ph. D.	Education & Dean of Men	665.00	332.50	
Linder, Roscoe G.	Ph. D.	Education		655.00	655.00
Bennett, Mary A.	Ph. D.	Biology	645.00	322.50	
Bodine, Marcy G.	Ph. D.	Social Science	645.00	645.00	645.00
McVickar, John S.	Ph. D.	Agriculture	645.00	322.50	
Shiley, Robert A.	Ph. D.	English	645.00	645.00	645.00
Associate Professors					
Bailey, Dwight L.	A. M.	Education	625.00	312.50	312.50
Hanson, Raymond W.	M. Ed.	Phys. Educa.	625.00	625.00	625.00
Wetzel, Wayne	M. S.	Ind. Arts	625.00	625.00	625.00
Morrow, Roger M.	Ph. D.	Physics	620.00	620.00	620.00
Eller, Walter H.	M. S.	Physics	615.00	307.50	
Bennett, Chester W.	Ph. D.	Chemistry	605.00	302.50	
Schory, Harold F.	A. M.	English	605.00	605.00	605.00
Myers, R. Maurice	Ph. D.	Biology	600.00	600.00	600.00
Pottle, Theodora	A. M.	Art	595.00	595.00	595.00
Whitehead, Frances	Ph. D.	Bus. Educa.	595.00	595.00	595.00
Pease, Kent	Ed. D.	English	585.00	292.50	
Brophy, Kathleen J.	Ph. D.	Phys. Educa.	575.00	287.50	
Julstrom, Clifford	Ph. D.	Music	575.00	287.50	
Stull, Harriet C.	Ph. D.	Social Science	570.00	570.00	570.00
Goode, Kenneth H.	Ph. D.	Chemistry	565.00	282.50	
Turner, C. Adam	Ed. D.	Education	560.00	560.00	560.00
Covert, Warren O.	Ph. D.	Education	550.00	550.00	550.00
Glasow, Ogden L.	Ph. D.	Education	550.00	550.00	275.00
Olsen, Arthur R.	Ed. D.	Social Science	540.00	540.00	540.00
Crall, H. William	Ph. D.	Biology	520.00	520.00	520.00
Assistant Professors					
Miner, Sarah	M. S.	Home Econ.	575.00	287.50	
Swafford, Lyndal	M. S.	Library	575.00	575.00	575.00
Horrabin, H. Waldo	M. S.	Chemistry	565.00	282.50	282.50

Name	Degree	Department	June	July	August
Assistant Professors (Continued)					
Ave, Harold C.	A. M.	Health & Asst. Dean of Men	560.00	560.00	560.00
Sallee, Roy M.	M. S.	Biology	560.00	560.00	560.00
Scott, Elna	A. M.	Lab. School	560.00	280.00	
Burke, Marjorie	A. M.	Lab. School	555.00	277.50	
Bonham, Tressie	A. M.	Home Econ.	550.00	275.00	
Donley, Margaret	A. M.	Lab. School	550.00	550.00	275.00
Evans, Cecile	A. M.	Library	550.00	550.00	550.00
Gamer, C. Wix	A. M.	Phys. Educa.	550.00	275.00	
Miller, Rayman	A. M.	Ind. Arts	550.00	550.00	137.50
Pence, Helen	A. M.	Lab. School	550.00	550.00	275.00
Potter, Olive	A. M.	Phys. Educa.	550.00	275.00	
Ray, Ethel	A. M.	Education	550.00	550.00	550.00
Terrill, Jennette N.	Ph. M.	Lab. School	550.00	550.00	550.00
Harley, R. Bruce	Ph. D.	Social Science	540.00	540.00	540.00
Hoover, Isabel	A. M.	English	540.00	270.00	
Mitchell, Beulah	A. M.	Lab. School	540.00	270.00	
Reynolds, Juna	A. M.	English	540.00	270.00	
Schannenk, Margaret	A. M.	Lab. School	540.00	270.00	
Sollars, Velna	M. S.	Bus. Educa.	540.00	270.00	
Voss, Hertha	A. M.	Bus. Educa. & Registrar	540.00	405.00	270.00
Fritschel, Arthur L.	A. M.	Music	535.00	267.50	
Langemo, Amanda	A. M.	English	535.00	535.00	535.00
Robinson, Lauretta J.	A. M.	Lab. School	535.00	267.50	
Swain, Paul B.	A. M.	Art	530.00	265.00	
Roberts, Alvin B.	A. M.	Vis. Educa.	530.00	530.00	530.00
Conn, Kenneth E.	A. M.	Chemistry	520.00	520.00	520.00
Wardell, Margaret	A. M.	Library	520.00	260.00	
Blackford, Paul W.	Ph. D.	English	500.00	250.00	
Lundvall, Merle E.	Ph. D.	English	500.00	250.00	
Mulder, George W.	A. M.	Music	500.00	250.00	
Neeley, Nancy D.	A. M.	Home Econ.		250.00	500.00
Peterson, Jack A.	Ph. D.	Education	500.00	500.00	500.00
Taylor, Loren E.	A. M.	Mathematics	500.00	250.00	
Thistlethwaite, R. L.	Ph. D.	Bus. Educa.	500.00	500.00	500.00
Wilkinson, Geo. E.	A. M.	Education	500.00	500.00	500.00
Hicken, Victor H.	A. M.	Social Science	475.00	475.00	475.00
Jones, Reece A.	M. S.	Geography	475.00	475.00	475.00
Neu, Lucile	A. M.	Library	475.00	237.50	
VanEtten, Leslie J.	M. S.	Agriculture	475.00	475.00	475.00
Schormann, Marguerite T.	M. S.	Library	450.00	450.00	450.00
Corbin, Mabel (E)	M. S.	English	175.00		
Gayler, Geo. W. (E)	A. B.	Extension	175.00		

Name	Degree	Department	June	July	August
Instructors					
*DiFrancesca, Vincent	B. S.	Phys. Educa.	500.00	500.00	500.00
Gould, A. Oren	M. M.	Lab. School	500.00	500.00	500.00
Clow, Robert J.	M. S.	Phys. Educa.	475.00	475.00	475.00
*Dufelmeier, Arthur	B. S.	Phys. Educa.	475.00	475.00	475.00
Hampleman, R. S.	A. M.	Lab. School	475.00	237.50	
Hulett, Florence M.	M. Ed.	Lab. School	106.25		
Morley, Leroy	A. M.	Phys. Educa.	475.00	475.00	475.00
Reid, Dempsey E.	M. S.	Ind. Arts	475.00	237.50	
Sebree, June L.	M. S.	Phys. Educa.	475.00	475.00	475.00
Abbot, Richard R.	M. S.	Health	470.00	470.00	470.00
Wendt, Arnold	M. S.	Mathematics	470.00	470.00	470.00
Rice, E. L.	M. S.	Agriculture	460.00	460.00	460.00
Aird, C. Clifton	A. M.	Geography		225.00	450.00
		Education	450.00	225.00	
Blyler, Dorothea	M. M.	Music	445.00	445.00	445.00
**Warner, Wilma	M. S.	Home Econ.		217.50	435.00
Carter, Wm. L.	A. M.	Lab. School	425.00	212.50	
Schinneller, Jas. A.	A.M.	Lab. School	212.50		
Harley, Clara	A. M.	Library	420.00	420.00	420.00
Lucatsky, Mendel	A. M.	Lab. School	420.00	210.00	
McNeill, Dorothy	M. S.	Phys. Educa.	420.00	420.00	420.00
Cordell, Howard W.	M. S.	Library	415.00	207.50	
Griesenbrock, Herman, Jr.	A. M.	Ind. Arts	415.00	207.50	
Christian, Robert E.	M. S.	Chemistry	400.00	200.00	
Beatty, Donald	M. S.	Vis. Educa.	400.00	400.00	400.00
Beckmann, Elizabeth A.	M. M.	Music	400.00	200.00	
Hoing, Helen	M. S.	Education	400.00	200.00	
Johnson, Martha L.	A. M.	Library	400.00	200.00	
McCowen, Robt. M.	M. M.	Music	400.00	200.00	
Mussatto, Harry	M. S.	Lab. School	400.00	200.00	200.00
Potter, George	M. S.	Bus. Educa.	400.00	400.00	400.00
Schormann, Victor	M. S.	Library	400.00	400.00	400.00
Sockler, Harry	M. S.	Lab. School	400.00	200.00	200.00
Faculty Assistants					
Stipanowich, Mary	B. Ed.	Dean of Women	112.50		
Totals			54171.25	42290.00	30292.50

*Equiv. to M. S. will receive degrees by July 1952.

**Plus $40.00 maintenance per month.

III. Other School Employees

A. Resignation

1. Mrs. Patricia Farris Suarez, Clerk Stenographer I in the Business Office, resigned effective February 22, 1952 in order to accept a position at a higher salary.

2. Miss Shirley Zimmerman, Cook I, has submitted her resignation to become effective March 31, 1952.

B. Leave of Absence

1. Mrs. Helen Herndon, Health Service Nurse, will be on leave without salary during the second summer term 1952 as a full staff is not needed in the health office during that term.

C. Replacements

1. Mrs. E. Luan Barry was employed as Bookkeeping Machine Operator in the Business Office effective January 16, 1952 at $175.00 per month. She replaced Joyce Chipman.

2. Miss Louise Bartels was employed as Clerk Stenographer I beginning January 1, 1952 at $165.00 per month. She is acting as secretary to the Dean of Women, which position has been vacant since September 1, 1951.

3. Mr. Kenneth M. Peterson was employed as Helper--Power Plant Repairman effective February 1, 1952 at $225 per month. He replaced Robert Monninger who was ordered to active duty with the National Guard.

4. Mrs. Alice C. Burnham will be employed as Clerk Typist I effective March 17, 1952 at $170 per month. She replaces Mrs. Suarez in the Business Office.

5. Mabel Day was employed effective February 16, 1952 as a Maid at $140 plus $10 maintenance per month. This is a temporary appointment for three months.

6. Mr. John William Ellis was employed as Assistant Farmer effective March 1, 1952 at $200 per month. This is a temporary appointment for six months to build and paint fences, paint hoghouses, tile hog lots etc., at the college farm.

7. Mr. Francis Langheim will be employed as Laborer Maintenance effective June 1, 1952 at $200 per month. This is a temporary appointment for three months to assist the college carpenter with remodeling and maintenance projects during the summer months.

D. Adjustments in Salaries

1. Mr. Willard W. Beal was classified as Maintenance Equipment Operator under the University Civil Service, and his salary was increased from $200 to $220 effective January 1, 1952 to reach the minimum under this classification.

2. Mr. Guy Moore was classified as a Carpenter under University Civil Service, and his salary increased from $270 to $300 effective January 1, 1952 to meet the minimum under the new classification.

E. Addition to list of substitute teachers

1. Dorothy E. Grigsby, B.Ed., Western Illinois State College.

IV. Organization

No report.

V. Curriculum

No report.

VI. Buildings and Grounds

No report.

VII. Auxiliary Enterprises

No report.

VIII. Student Life

A. Western's Thirteenth Annual Guest Day for high school juniors and seniors will be held on Wednesday, March 19. Dr. Harry McKown will be the principal speaker.

B. The operetta "New Moon" was presented by Western's music department on February 7 and 8. Capacity audiences attended the production both evenings.

C. March 24, 25 and 26 will be the dates of the annual tour of Western's mixed chorus and glee clubs. Programs will be presented for the high school students at Macomb, Bushnell, Knoxville, Galesburg, Abingdon, Monmouth, Dallas City, and Keokuk, Iowa.

IX. Miscellaneous

A. Public Relations Bulletin

In October 1951 Western published a bulletin entitled "School Public Relations", Vol. XXXI, No. 2. The demand for copies of this bulletin has been very great, requests having been received for same from all types of businesses, professions, industrial concerns, and educational institutions in the United States. A tabulation of the requests by states follows: Alabama 2, California 9, Colorado 1, Florida 1, Georgia 1, Illinois 24, Indiana 3, Iowa 2, Kentucky 1, Louisiana 2, Maryland 3, Massachusetts 4, Michigan 8, Minnesota 1, Missouri 1, Montana 1, Nevada 1, New Hampshire 1, New Jersey 4, New York 35, North Carolina 2, Ohio 7, Oklahoma 4, Pennsylvania 3, Rhode Island 1, South Carolina 1, Texas 5, Utah 1, Virginia 1, Washington 1, Washington, D.C. 7, West Virginia 1, Wisconsin 4, Wyoming 1. In addition to these we received four requests for the bulletin from Canada, one from Hawaii, and one from Sweden. We are giving these data to the Board merely as a matter of information to show how widely a publication from one of our teachers colleges is recognized and used.

B. Gymnastics

We are including the following to show the interest in such an athletic activity as a gymnastic meet and not because we were fortunate enough to win from Notre Dame University. It is taken from our local city paper:

WESTERN'S GYMNASTS BEAT NOTRE DAME

Coach Robt. Clow's Western State College

gymnastic team defeated Notre Dame university's team, $51\frac{1}{2}$ -- $44\frac{1}{2}$, in a close match before an estimated 1,500 spectators in Morgan gym yesterday afternoon.

Don Cox, Jim McGraw and Bliss Harmon won firsts for Western, McGraw taking two of them.

Results of the Western entrants:

Tumbling--Don Cox, first; Dick Carlson, fourth.

Rings--John Lamb, second; Ben Lamb, fourth; Jim McGraw, fifth.

Parallel bars--McGraw, first; Bliss Harmon, tied for second; Bill Schmidt, fifth.

High Bar--McGraw, first; Ben Lamb, third.

Sidehorse--Harmon, first; Mike Wayland, fourth; Schmidt, fifth.

Trampolene--Cox, second; Dennis Ahlberg, third; Bennie Strode, fifth.

Western's next meet at home is with LaCrosse State College here March 1.

X. Summary

The approval of the State Teachers College Board is requested for the following recommendations:

A. The list of Teachers College Scholarship students for the Winter Quarter 1951-52.

B. The list of Military Scholarship students for the Winter Quarter 1951-52.

C. The resignation of Mrs. Clara Horcasitas Harley effective August 31, 1952.

D. The resignation of Mr. Howard Cordell effective July 15, 1952.

E. Leaves of absence on one-half salary during the 1952-53 academic year for Miss Olive Fite, Miss Nancy Neeley, Mr. Lawrence W. Kerker, Miss June Sebree, and Mr. Joseph Stipanowich.

F. Leaves of absence without salary during the 1952-53 academic year for Mr. James Schinneller and Miss Dorothy McNeill.

G. Leave of absence without salary from April 1 to June 15, 1952 for Mrs. Ruth L. Zimmerman.

H. The appointment of Mr. E. L. Rice as Instructor in the Department of Agriculture effective January 8, 1952 at $460 per month.

I. The appointment of Mr. Arnold Wendt as Instructor in the Department of Mathematics effective January 1, 1952 at $470 per month.

J. The employment of Mrs. Mary Stipanowich as Faculty Assistant in the Office of the Dean of Women from April 1 to June 15, 1952 at $225 per month.

K. The employment of Mrs. Florence Tillman as Instructor in the Department of Geography during March, April and May 1952 at $250 per month for one-half time work.

L. The appointment of Mr. Donald E. Beatty as Instructor in the Department of Audio-Visual Education effective June 1, 1952 at $400 per month.

M. The employment of Mr. C. Clifton Aird as Instructor in the Department of Geography for the second summer term 1952 at $450 per month.

N. The employment of Mr. Robert E. Christian as Instructor in the Department of Chemistry for the first summer term 1952 at $400 per month.

O. The employment of Miss Helen Hoing as Instructor in the Department of Education for the first summer term 1952 at $400 per month.

P. The employment of Miss Elizabeth A. Beckmann as Instructor in the Department of Music for the first summer term 1952 at $400 per month.

Q. The employment of Mrs. Jean Morrow as Instructor in the Department of Biological Sciences during the months of March, April and May 1952 at $125 per month for one-fourth time work.

R. Faculty list with salary schedule for the first and second summer terms 1952.

S. The resignation of Mrs. Patricia Farris Suarez effective February 22, 1952.

T. The resignation of Miss Shirley Zimmerman effective March 31, 1952.

U. Leave of absence without salary for Mrs. Helen Herndon during the second summer term 1952.

V. The employment of Mrs. E. Luan Barry as Bookkeeping Machine Operator effective January 16, 1952 at $175 per month.

W. The employment of Miss Louise Bartels as Clerk Stenographer I beginning January 1, 1952 at $165 per month.

X. The employment of Mr. Kenneth M. Peterson as Helper--Power Plant Repairman effective February 1, 1952 at $225 per month.

Y. The employment of Mrs. Alice C. Burnham as Clerk Typist I effective March 17, 1952 at $170 per month.

Z. The employment of Mabel Day as Maid at $140 plus $10 maintenance per month for three months beginning February 16, 1952.

AA. The employment of Mr. John William Ellis as Assistant Farmer at $200 per month for six months beginning March 1, 1952.

BB. The employment of Mr. Francis Langheim as Laborer Maintenance at $200 per month for three months beginning June 1, 1952.

CC. Increase in salary from $200 to $220 per month for Willard W. Beal, Maintenance Equipment Operator, effective January 1, 1952.

DD. Increase in salary from $270 to $300 per month for Guy Moore, Carpenter, effective January 1, 1952.

EE. Addition of Dorothy E. Grigsby to substitute teacher list.

Respectfully submitted,

F. A. BEU, President

REPORT OF THE NORTHERN ILLINOIS STATE TEACHERS COLLEGE To be presented at the meeting of the Teachers College Board at Springfield March 17, 1952

To the Chairman and Members of the Teachers College Board:

Ladies and Gentlemen: I have the honor to submit the following report:

I. STUDENTS

1. Enrollment, Winter Quarter, 1951-1952

	Men	Women	Total	Total one Year Ago
Post Graduates	2	-	2	2
Seniors	195	156	351	382
Juniors	143	174	317	414
Sophomores	138	202	340	401
Freshmen	231	281	512	503
	709	813	1522	1702
Graduate Students				
Full-time	27	2	29	-
Part-time	55	12	67	-
Total -	82	14	96	-
Evening Classes	17	99	116*	134
Total - On-campus students	808	926	1734	1836
Extension	11	222	233**	334
TOTAL COLLEGE	819	1148	1967	2170
McMurry Laboratory School	119	109	228	231

* Of the 116 enrolled in evening classes, 7 are duplicates or students enrolled in more than one class.

** Of the 233 enrolled in off-campus extension courses, 4 are taking more than one course.

Figures on enrollment for the winter quarter are based on the agreement made at the January, 1952 Board meeting.

I. STUDENTS

Four-year curricula	Autumn Quarter 1951	1950	1949
Elementary School Teaching			
Four-year Early	308	293	208
Four-year Later	191	198	153
High School Teaching			
Biological Science			
Botany	9	10	10
Zoology	46	56	59
*General Science	20	17	19
Business Education	48	-	-
Earth Science	11	Listed under Physical Sciences	
English	68	82	73
Fine Arts	48	48	40
Foreign Language		14	18
French	4		
Spanish	13		
Home Economics	72	71	98
Industrial Arts	106	127	128
Mathematics	61	58	56
Music	56	63	42
Physical Education for Men	160	185	204
Physical Educa. for Women	81	70	70
Physical Science			
Chemistry	35	50	45
Physics	8	15	14
Earth Science	(Listed separately)	32	20
* General Science	20	17	11
Social Science	92	124	123
Speech	58	73	75
Post Graduates	1	8	5
General Education & Pre-professional	(Divided as follows:	146	90
Pre-agriculture	1		
Pre-dentistry	1		
Pre-engineering	8		
Pre-medical	6		
Pre-nursing	1		
Pre-veterinary	5		

Four-year curricula	1951	1950	1949
General Education	94		
Undecided	58	125	413
Total - - -	**1669	1865	1964

* Included in both Biological and Physical Sciences

** Excludes evening classes, graduate students, extension

I. STUDENTS

Numbers of Students Enrolled (Autumn quarter)

1942 - 1952

YEAR	FRESHMEN	SOPHOMORES	JUNIORS	SENIORS	UNCLASS.	TOTAL
1942	331	200	133	136	3	803
1943	195	87	81	77	1	441
1944	250	106	68	73	1	498
1945	298	110	101	69	4	582
1946	891	248	159	141	3	1442
1947	766	430	259	179	1	1635
1948	675	423	314	256	-	1668
1949	784	484	374	317	5	1964
1950	653	449	396	359	8	1865
1951	604	348	350	363	4	1777

II. FACULTY

1. Resignations

a) Mrs. Marjorie Burkland, director of the Speech Clinic, effective at the close of the spring quarter, 1952. Mrs. Burkland has been at Northern since 1946 and has done excellent work. She will be located in Evanston, Illinois where her husband has accepted a new position.

b) Miss Anne Golz, instructor, Department of Music, effective at the close of the spring quarter, 1952. Miss Golz has been at Northern for one year.

c) Miss Carol Lutey, counselor, effective at the close of the summer session, 1952. Miss Lutey has been at Northern since 1948 and wishes to work on her advanced degree.

2. Retirement

a) Dr. Helen R. Messenger, professor, Department of Education, will retire at the close of the summer session, 1952. Dr. Messenger will be 68 years of age on August 19, 1952 and has been on the staff at Northern since 1920.

b) Dr. Charles E. Montgomery, professor, head of the Department of Biological Sciences, will retire at the close of the summer session, 1952. Dr. Montgomery will be 68 years of age on June 17, 1952 and has been on the staff at Northern since 1917.

3. "Change of Status"

Miss Isabel Stoops, assistant dean of women and director, Adams Hall, South, will become Mrs. Francis Cash on March 29. She will continue her work as assistant to the dean of women on a half time basis at a salary of $230 per month. Her position as director at Adams Hall, South, will be filled temporarily by Miss Elizabeth Seeger, assistant director at Williston Hall, who will continue her work at Williston, with no change in salary until July 1. A new person will have to be added for this autumn.

4. Extension of Leave of Absence Without Pay

Miss A. Maurine Bloomster, assistant professor, McMurry Laboratory School, has asked for an extension of her leave of absence without salary through the spring quarter, 1952, because of personal health problems. Miss Elizabeth Thompson who is now substituting for Miss Bloomster, will continue through the spring quarter.

5. Replacements - Regular Year

a) Mr. Joseph V. Totaro, resident counselor, Gilbert Hall. Mr. Totaro is classified as instructor at a salary of $440 per month on the twelve months' basis beginning on January 6,

1952, including room and meals when dining service becomes available. Mr. Totaro earned his bachelor's degree from Syracuse University where he is currently working on his doctor's degree. He has had experience in personnel work and guidance at Syracuse. This position is not new, but replaces the position accepted by Mr. Norman Bretz who is now serving in the Army.

b) Mrs. Nancy Totaro, social hostess, Gilbert Hall, at a salary of $125 per month plus maintenance beginning in June, 1952. Mrs. Totaro has her master's degree in counseling from Ohio State University and will come to Northern from a position as student counselor at Syracuse University. This position replaces that offered to Mrs. Norman Bretz.

c) Dr. Wilbur A. Yauch, head of the Department of Education, professor, beginning February 1, 1952 at a salary of $6030 for nine months. Dr. Yauch has his bachelor's degree from Springfield, Massachusetts College, his master's and doctor's degrees from Teachers College, Columbia University. He has had 26 years' experience in elementary schools, serving as principal and since 1945 has been professor of education at Ohio University at Athens. He is author of numerous articles and several books in the field of education. He replaces Dr. Donald Berger who died during the summer of 1951.

6. Replacements, Summer Session Only

Health Workshop - Moline

Mr. Arthur J. Baker, instructor, at a salary of $660 for six weeks. Mr. Baker has his master's degree from the University of Marquette and has done graduate work at the University of Illinois, majoring in biology and health education. He has had eleven years' successful teaching experience and is now on the faculty of the Crystal Lake Community High School. Mr. Baker replaces Miss Helen Hoing who held this position in the health workshop of 1951.

7. Re-appointments - Summer Session, Only

Workshop for Elementary School Teachers - Elgin

a) Mrs. Vivian V. Haynes, assistant professor at a salary of $900 for six weeks. Mrs. Haynes is experienced in directing workshops. She directed our workshop in elementary education during the summer of 1948. For the past seven years, she has been supervisor of elementary education in the Oklahoma City public schools. Her master's degree is from Columbia University and she has over a year of graduate work beyond this degree.

b) Mrs. Ruth Lane, instructor and demonstration teacher, for six weeks at a salary of $680. Mrs. Lane has served in this capacity on our faculty during the past three summers. She is regularly employed in the Rockford schools. Her master's degree is from Northwestern University.

8. Summer session faculty still to be supplied:

1 - Assistant professor, health workshop
1 - Instructor, elementary education workshop--$680 for 6 weeks
1 - Instructor, elementary education workshop--$680 for 6 weeks
3 - Instructors, workshop for elementary principals--$350 each for $3\frac{1}{2}$ weeks
1 - Assistant Professor, English--$1,000 for 8 weeks
1 - Assistant professor, Botany and field trip--$900 for 8 weeks
1 - Supervising teacher, McMurry Laboratory School--$550 for 8 weeks

9. Withdrawal - Graduate Assistant

Mr. John D. Salzman, Department of Physical Sciences, resigned on February 6 to go into active service.

10. We wish to present to the Board the names of the faculty members serving for the summer session, 1952, showing June salaries:

TEACHERS COLLEGE BOARD

Name	Title	June Salary
Aikins, Harold,	Associate Professor, Social Science	605
Anglin, Eleanor,	Associate Professor, Health Workshop	550
Appell, Carl,	Associate Professor, Physical Education	600
Beard, Jesse,	Assistant Professor, McMurry	480
Bell, Richard,	Faculty Assistant, Physical Science	325
Bellis, Bertha,	Professor, McMurry Laboratory School	685
Bower, John E.,	Assistant Professor, Physical Science	510
Bullington, Robert,	Associate Professor, Biological Science	540
Burrell, Blanch,	Associate Professor, McMurry	555
Burton, Emily,	Assistant Professor, McMurry	530
Caldwell, Loren,	Associate Professor, Earth Science, Head	625
Casady, Cleo,	Associate Professor, Business Education	550
Cherhavy, Irene,	Instructor, Speech	450
Clark, George,	Assistant Professor, English	510
Connor, J. Hal,	Professor, English - Head	685
Crawford, Paul,	Professor, Speech	625
Edel, Edward F.,	Assistant Professor, Industrial Arts	540
Eismann, Ruth,	Instructor, McMurry Library	400
Evans, George,	Associate Professor, Physical Education Head	615
Feyerherm, Harvey,	Assistant Professor, Biological Science	520
Garretson, Homer,	Instructor, Music	480
Geigle, Francis,	Professor, Business Education, Head	620
Gould, Howard,	Professor, Physical Science, Head	710
Grant, Eugene,	Assistant Professor, Education	520
Hall, Homer,	Assistant Professor, Education	530
Hanby, Bernadine,	Associate Professor, Head Librarian	555
Hardgrove, Mrs. Clarence,	Associate Professor, Mathematics	540
Harrison, Paul,	Associate Professor, Industrial Arts	620
Hayes, M. C.,	Associate Professor, Education	600
Hayter, Earl W.,	Professor, Social Science	685
Hellmich, Eugene,	Professor, Mathematics, Head	710
Hill, Wilma,	Assistant Professor, Fine Arts	530
House, F. W.,	Associate Professor, Business Education	550
Howell, Charles,	Professor, Social Science	700
Janeway, Thomas,	Assistant Professor, Biological Science	490
Jameson, Hugh,	Professor, Social Science	710
Johnson, Eino,	Associate Professor, Education	550
Karr, Ila,	Instructor, Library	400
Kent, Frederick,	Assistant Professor, Social Science	530
King, Voris,	Instructor, Earth Science	460
Kohler, Roderick,	Assistant Professor, Industrial Arts	480
Langemo, Lillian,	Instructor, Library	400
Leavitt, Howard,	Assistant Professor, Student Teaching	480
Lindbeck, Wendell,	Associate Professor, Physical Science	595
Lloyd, John,	Professor, Social Science	640
McCoy, Mary,	Assistant Professor, Physical Education	500

Name	Title	June Salary
McFarland, Lewis,	Associate Professor, Speech	545
McGeoch, Dorothy,	Associate Professor, Education	560
McKinzie, Ralph,	Assistant Professor, Physical Education	540
Malueg, Lenore,	Instructor, Library	400
Marquis, George,	Associate Professor, Music, Head	550
Martin, James,	Assistant Professor, Social Science	505
Messenger, Helen,	Professor, Education	685
Miller, Wilma,	Assistant Professor, Physical Education	500
Millis, George,	Instructor, McMurry	455
Miner, Wallace,	Associate Professor, Physical Science	550
Montgomery, Charles,	Professor, Biological Science Head	710
Morris, Robert,	Assistant Professor, Music	455
Oakland, Milo T.,	Associate Professor, Industrial Arts	620
O'Brien, Marguerite,	Assistant Professor, Education	540
O'Connell, William,	Professor, Speech, Head	685
Park, Esther,	Assistant Professor, Library	460
Philpott, Gladys,	Instructor, Education - Adams Hall Dir.	410
Pickard, Willis,	Associate Professor, Mathematics	560
Plichta, Phyllis,	Associate Professor, Education	555
Post, Charlotte,	Instructor, Library	445
Reinemann, Martin,	Assistant Professor, Earth Science, Acting Head	480
Rigney, Carl,	Assistant Professor, Physical Science	490
Ringness, T. A.,	Associate Professor, Education	550
Rohde, Charles,	Assistant Professor, Biological Science	540
Rolf, Frederick,	Professor, Physical Science	610
Roos, Donald,	Instructor, Social Science	480
Roth, Bernice,	Instructor, Education	460
Secrest, Lawrence,	Assistant Professor, Industrial Arts	540
Seeger, Elizabeth,	Instructor, Adams Hall Director	320
Small, B. Mae,	Assistant Professor, English	500
Smelser, Arlene,	Instructor, McMurry	475
Sohne, John,	Instructor, Physical Education	480
Stensland, Minnie,	Assistant Professor, Music	530
Stevens, George,	Assistant Professor, Earth Science	500
Taylor, E. Ruth,	Professor, English	610
Terwilliger, George,	Professor, Biological Science	640
Trager, Lela,	Assistant Professor, Physical Education	520
Twombly, John,	Assistant Professor, Social Science	480
Uhland, Maude,	Professor, English	635
Volberding, Eleanor,	Associate Professor, Education	585
Walker, Katherine,	Assistant Professor, Library	495
Weed, Frederic,	Assistant Professor, Social Science	515
Wehling, Helen,	Instructor, Home Economics	460

Name	Title	June Salary
Wesley, Wallace,	Assistant Professor, Physical Education	545
Wiggert, Elsie,	Assistant Professor, Fine Arts	530
Winn, Jerome,	Assistant Professor, Physical Education	480
Yauch, Wilbur A.,	Professor, Education, Head	670

III. OTHER SCHOOL EMPLOYEES

1. University Civil Service System

On February 27, Mr. Donald Dickason, director of the University Civil Service System and director of non-academic personnel, met with all members of the non-academic staff who could be relieved from duties, and explained the new civil service system. He answered all questions and spent over an hour discussing problems presented by non-academic personnel. All of us felt this was time well spent and we are reporting this meeting only as a matter of record for the Board.

2. Replacements

Anderson, Carol B., Clerk-Typist I at $200 per month as of December 1, replacing Donna Tucker
Marvin, Alma, Clerk-Stenographer at $225 per month as of December 1, replacing Lina Street
Lamb, Dolores C., Clerk-Typist I at $200 per month as of December 16, replacing Glenna Schairer
Buffie, Patricia T., Clerk-Stenographer I at $215 as of January 25, replacing Katherine Erickson
Tunrbloom, Elmer L., Janitor I at $200 per month as of December 1, replacing Don Lundgren
Koski, Frances, Clerk-Stenographer I at $224 per month (half time) as of January 28, replacing Carol B. Anderson

3. Change of Status

Finnan, Francis H., St., Janitor I at $204 to Janitor I at $212 as of December 1

Anderson, Dora C., Clerk-Stenographer I at $224 to Clerk-Stenographer II at $250 as of January 1
Blake, Harold, Janitor III at $297 to Janitor Foreman at $315 as of January 1
Carlson, Arthur G., maintenance plumber at $330 to plumber at $2.65 per hour as of January 1
Friestead, Arthur, Janitor I at $185 to Janitor at $212 as of January 1
Masters, Shirley, Clerk-Stenographer I at $193 to Clerk-Stenographer I at $210 as of January 1
Vannucci, James, Janitor I at $212 to Equipment attendant at $225 as of January 1
Brophy, Cleveland, Janitor I at $185 to Janitor at $200 as of January 1
Halstead, S. Pinkie, Janitor I at $185 to Janitor at $200 as of January 1
Jacox, Marlene M., Clerk-Stenographer II at $215 to Clerk-Stenographer II at $225 as of January 1

4. Resignations

King, Nancy M., Clerk-Stenographer I, as of November 30
Anderson, Carol B., Clerk-Typist I, as of December 31
Richard, Erwin, maintenance worker, as of December 31
Tucker, Donna Mae, Clerk-Typist I, as of December 31
Street, Lina, Clerk-Stenographer I, as of December 15
O'Malley, Jeanne C., Clerk-Stenographer I, as of January 5
Erickson, Katherine, Clerk-Stenographer II, as of January 31
Woodward, Steve H., Laundry Foreman, as of February 29

5. Leave of Absence Without Pay

Kohler, Betty B., Clerk-Stenographer II, began leave as of January 14 for six months or less

IV. THE ORGANIZATION

No report.

V. THE CURRICULUM

The Graduate School

At the Board meeting on December 17, 1951 in Chicago, it was suggested that consideration be given to changing the titles of four of the courses planned to be offered for graduate work by the Department of Business Education. The following changes have been made and approved by the Curriculum Committee of the Board. We are submitting these changes as a matter of record for the Board:

From		To
B. E. 520 Improvement of Instruction in Stenography	-	B. E. 520 Techniques for Improvement of Instruction in Stenography
B. E. 521 Improvement of Instruction in Typewriting	-	B. E. 521 Techniques for Improvement of Instruction in Typewriting
B. E. 522 Improvement of Instruction in Bookkeeping	-	B. E. 522 Teaching Procedures in Bookkeeping and Accounting
B. E. 523 Improvement of Instruction in General Business	-	B. E. 523 Methods and Materials in Teaching General Business

VI. BUILDINGS AND GROUNDS

1. Dedication of Gilbert Hall and Parson Library

We have just received a communication from Governor Stevenson who has indicated that, so far as he now knows, he can be with us for the dedication of Gilbert Hall and the Swen F. Parson Library on Sunday, May 18.

We are planning to have dinner with the Board and the Governor preceding the dedication ceremonies which will take place in the evening. It is hoped that on Monday, May 19, the Board will be able to go by bus to the Lorado Taft area and have the meeting on the grounds in the "camp house" under certain rather primitive conditions. We believe that the director of food services will be able to serve lunch on a "temporary basis" in one of the buildings in the Taft area. By using the bus to return in the afternoon, we should be back on the campus in less than one hour following the meeting.

Because of the slow progress, neither Gilbert Hall nor Parson Library will be completely finished but everyone will be able to see how they will look when completed.

2. Gilbert Hall

On January 6, 188 men were living in the south half of Gilbert Hall. On March 3 we were given 34 additional rooms, making space available for 68 men. By March 17 we will have space for 256 men and there will probably be 245 men living in the residence at the beginning of the spring quarter. Because of the uncertainty as to the time rooms would be available, we will be unable to completely fill the residence, without causing hard feelings between houseowners and students. All bedrooms on the first and second floors have been painted, but the work is incomplete.

3. (deleted)

4. Laboratory School

On January 18 a conference was held in the office of the Division of Architecture and Engineering in Chicago regarding the drawing of plans for the elementary and junior high school. At this conference were Dr. Stuart Fink, principal of the McMurry Laboratory School and Dr. James Merritt, assistant director of student teaching, elementary level, both of Northern, Mr. Pope and Mr. Kessell of Architecture and Engineering, Dr. Browne, and I.

Considerable time was spent in discussing the tentative plans for the laboratory school, how it is to be used, its size, type of construction, etc. Following the meeting, Dr. Browne prepared a summary of the report, a copy of which is available to the Board members.

5. Lorado Taft Field Campus

We should like permission to name the field camp near Oregon, "The Lorado Taft Field Campus". This name seems to be one most generally recommended by people in this area and has the sanction of Mrs. Emily Taft Douglas and her sister who are pleased to have their father's name kept alive in this manner. We should like also to suggest that each building in the area be named for the original owner after his death.

The original request presented to the Board is in the report of September 24, 1951.

No doubt Board members will be interested in an article which appears in the Saturday, March 8 issue of the Saturday Evening Post, entitled "Teacher Takes to the Woods" by Neil M. Clark - page 22.

This article stresses the values that the children receive. In a similar manner, student teachers will receive as great a value from experiences with children under conditions described in the article.

VII, A. AUXILIARY ENTERPRISES

Teachers College Income Fund
October 1, 1951 -- December 31, 1951

RECEIPTS

Balance - October 1st, 1951		$1,132.11
Barracks - Rental	$4,990.57	4,990.57
		6,122.68

EXPENDITURES

Personal Services		
Salaries	1,187.50	
Contractual Services		
Telephone and Telegraph	23.25	
Repair and Main. of Real Property	748.52	
Gas and Electricity	1,685.05	
Miscellaneous Utilities	127.06	
Waste removal, cleaning and Ext. Services	32.48	
Commodities		
Structural and Maintenance Materials	27.52	
Household, Laundry and Cleaning Supplies	7.07	
Miscellaneous Commodities	44.18	
Equipment		
Machinery and Tools	234.50	
Miscellaneous Equipment	59.00	
		4,176.13
Balance - Surplus of Receipts over Expenditures		$1,946.55

VII, B. BOND ISSUE

Teachers College Board Bond Revenue Fund
Men's Residence Hall
Profit and Loss Statement
October 1, 1951 -- December 31, 1951

INCOME:			
Food	$38,749.52		
Less: Cost of Sales	20,308.27	$18,441.25	
Room Rental		22,534.36	
GROSS PROFIT ON INCOME			$40,975.61
OPERATING EXPENSES:			
Personal Services		17,505.38	
Commodities other than Food		6,352.47	
Contractual Services		3,429.35	
Office Expenses		1,035.33	28,322.53
NET PROFIT ON OPERATIONS			12,653.08
OTHER EXPENSES:			
Amortization of Bond Issue		300.00	
Interest Expense		9,670.50	9,970.50
NET PROFIT FOR PERIOD - Oct. 1 - Dec. 31, 1951			2,682.58

***COST OF SALES - DETAIL**	
Food inventory 10/1/51	5,668.65
Purchases during period	20,150.98
	25,819.63
Less:	
Food inventory 12/31/51	5,511.36
COST OF GOODS SOLD	20,308.27

TEACHERS COLLEGE BOARD

Teachers College Board Bond Revenue Fund
Profit and Loss Statement
October 1, 1951 -- December 31, 1951
Cafeteria and Tea Room

INCOME:			
Food Sales		$40,702.07	
Less: Cost of Sales*		20,238.73	
GROSS PROFIT ON INCOME			$20,463.34
OPERATING EXPENSES:			
Personal Services		10,903.86	
Contractual Services		1,218.75	
Commodities other than Food		1,614.66	
Office Expense		21.12	13,758.39
NET PROFIT ON OPERATIONS			6,704.95
OTHER INCOME AND EXPENSE:			
Income:			
Student Fees	$ 1,941.34		
Expenses:			
Interest Expense	411.00		1,530.34
NET PROFIT - 10/1/51 - 12/31/51			8,235.29

*COST OF SALES - DETAIL	
Food inventory 10/1/51	4,656.11
Purchases during period	20,408.99
	25,065.10
Food inventory 12/31/51	4,826.37
Cost of Goods Sold	20,238.73

VIII. STUDENT LIFE

a) D.P. Student

Beginning with the spring quarter, March 17, Mr. Mirek Herben, a student from Czechoslovakia, will be enrolled at Northern. He has come to this country under the auspices of the International Relief Rescue Organization and will be assisted financially by funds raised by students on the campus and contributed to the World Student Service Fund. Mr.

Herben learned English a number of years ago in Czechoslovakia when he was a student of Dr. Frederick Kent, now of our Department of Social Science.

b) Olympic Honors

Mr. Kenneth Henry, junior from Chicago, won the 1952 Olympic 500 meter championship in Oslo, Norway. These contests are held once in four years. Mr. Henry is one of three United States athletes to have won a gold medal in the winter Olympic games. He also won the world championship in the 500 meter race at Hamar, Norway which is an annual race. Mr. Henry will return to college for the spring quarter, at which time we plan to "celebrate" his accomplishments in some fitting manner to be planned by the Athletic Board and the students.

IX. MISCELLANEOUS

1. Visit of a German Educator

Dr. Eric Weis, German educator who is touring sections of the United States, studying teacher education institutions with emphasis on languages, has been on the campus since February 10. Dr. Weis visits classes, attends meetings, and gives talks throughout the community. He is under the sponsorship of the American Association of Colleges for Teacher Education and was brought to the United States by means of a grant from the Rockefeller Foundation. His home is in Stuttgardt, Germany and he has his doctor's degree from Tubingen, Germany in secondary education.

2. Visit of Dr. Charles Hunt

On February 25, Dr. Charles Hunt, secretary-treasurer of the American Association of Colleges for Teacher Education, came to Northern where he spent three days looking over the college, studying its curricula, administration and faculty, visiting all sections of the college, in an effort to "pre-inspect" the college before the regular committee visits Northern next year in its re-accrediting program. Dr. Hunt spoke to the entire faculty at a meeting on February 27. He gave a number of suggestions for the improvement of our program here at Northern.

3. Bus Transportation Conference

On February 16, a conference was held to discuss problems in bus transportation. Approximately 400 persons were present and the conference was considered by all highly successful and one that was greatly needed.

4. Accident at McMurry Laboratory School

One of the pupils at McMurry Laboratory School, Steven Scheonherr, received a concussion that affected his eyes, while playing on the ice adjacent to the building on January 30. He was taken to the hospital and was at home for several weeks. He received no permanent injury and is now back in school.

X. SUMMARY: Approval is requested on the following:

1. Acceptance of the resignations of Mrs. Burkland, Miss Golz, and Miss Lutey as indicated.
2. Retirement of the faculty members as listed.
3. Employment of Miss Stoops for half time as indicated and appointment of Miss Seeger to Adams Hall, South on a temporary basis as indicated.
4. Extension of leave of absence without pay for Miss Bloomster as indicated, and employment of Miss Thompson for the spring.
5. Appointment of Mr. Joseph V. Totaro, Mrs. Nancy Totaro, and Dr. Wilbur Yauch as indicated.
6. Appointment of Mr. Arthur J. Baker, Mrs. Vivian V. Haynes, and Mrs. Ruth Lane for the summer session only as indicated.
7. Employment of summer session faculty as listed, still to be supplied.
8. Withdrawal of John D. Salzman as indicated.
9. Summer session faculty payroll for the month of June.
10. Appointment of non-academic personnel as listed.
11. Change of status for non-academic personnel as listed.
12. Resignation of non-academic employees as listed.

13. Leave of absence without pay for Betty B. Kohler as indicated.

14. Change of title for four graduate courses in business education as listed.

15. Reservation of date--Sunday, May 18--for dedication of Gilbert Hall and Swen F. Parson Library.

16. Naming of field camp--"The Lorado Taft Field Campus" and naming each building in the area for the original owner after his death.

Respectfully submitted,

Leslie A. Holmes
President

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD
Abraham Lincoln Hotel
March 17, 1952
Springfield, Illinois

The regularly scheduled meeting of the Teachers College Board and the college Presidents convened at 1:00 P.M. in one of the parlors of the Abraham Lincoln Hotel in Springfield, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order and roll was taken.

The following Board Members were present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. Royal A. Stipes, Jr.
Mr. Lewis M. Walker

Also present were:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Illinois State Normal University

Dr. F. A. Beu, President
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. Leslie A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

Chairman Wirtz stated that the attendance at these meetings had been so excellent, in fact for the last three meetings there has been a perfect attendance, that he suggested that it be made a matter of record in the minutes, which suggestion met with unanimous approval.

The first matter of business before the Board was the approval of the minutes of the meetings of February 10 and 11, 1952.

Prior to a motion for the approval of said minutes Mr. Bohrer suggested that on Page 3 preceding the paragraph under UNFINISHED BUSINESS the following sentence should be inserted: "Proof of notice of the proposed action to amend the By-Laws having been made, . ."

Without further discussion Mr. Stipes moved that the minutes of the meetings of the Teachers College Board of February 10 and 11, 1952, be approved as amended. The motion was seconded by Mr. Schriver and unanimously carried.

Dr. Browne then introduced to all present Dr. Randall Stout of the Department of Finance, a Specialist on Higher Education in the Research Division, who sat in on the meeting.

Chairman Wirtz stated that it was the consensus of opinion that a report to the full Board should be made of the executive session that was held this morning, and advised that one matter discussed was the question of salary for the Presidents. He asked Mr. Nickell to make the report to the Board.

Mr. Nickell advised that the matter had been discussed very thoroughly and in reporting the consensus of the executive session he moved that the Board defer consideration of increases in salary for the Presidents until the internal budgets for 1952-53 have been presented and studied by the Board. The motion was seconded by Mr. Puffer, the roll was called and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

The matter of faculty salaries was also discussed, and Mr. Bohrer made the following report and recommendations of the Salary Schedule and Personnel Committee:

1. That the Salary Schedule not be amended; (a) that some relief may be afforded to those reaching the "block" at the top of "B" by the joint action of the Presidents and the Faculty Committees in recommending that deserving persons be put into "A"; (b) that Dr. Reavis and Dr. Browne devise certain standards or criteria to serve as a guide in the promotion to Block "A"; (c) that the recommendation of the four colleges for promotion to Block "A" be made at the same meeting of this Committee, or the Board as a whole.

2. That the salaries which are now in "no-man's land" above the top of Block "B" remain as they now are, with no increases, unless the person involved is approved by the Board for Block "A".

3. That the top of Block "B" is the maximum for Block "B" and no one hereafter shall be put in "no-man's land" above that maximum.

4. That the Presidents shall, as soon as possible, get all salaries to multiples of $20.00 per month as written in the Salary Schedule.

Mr. Bohrer, following some discussion, moved that the foregoing report and recommendations be approved. The motion was seconded by Mr. Austin and unanimously carried.

Complying with item (b) of the first recommendation above-given, Dr. Browne presented the following statement:

CRITERIA FOR MOVING INTO BLOCK "A" OF THE SALARY SCHEDULE

Recommendations to place a faculty member into Block "A" of the salary schedule are to be made jointly by the Presidents and by the Faculty Committees of the respective colleges. In addition to general statements of recommendation, proposals to place faculty members in Block "A" must be accompanied by specific documentary evidences of the following criteria of merit:

1. Completion of the probationary period and at least five (5) years of successful teaching either in one of our colleges or elsewhere.

2. Evidence of recognition as an outstanding teacher and demonstrator of good teaching techniques.

3. Evidence of scholarly attainment as shown by such things as continued study, scholarly interests, research, productive and creative work, and professional participation and performance.

4. Evidence of service to the institution by the acceptance and successful completion of educational responsibilities outside the class room.

5. Outstanding promise of professional development as a member of the college staff.

6. Willingness to work cooperatively with the officers of the college, departmental associates, and faculty colleagues for the general advancement of the profession, the realization of the functions of the college, and the

welfare of the community which the college serves.

7. Special interest in the preparation of teachers.

It is not expected that the faculty member be outstanding in every one of the above criteria except that all persons recommended are expected to be outstanding in Nos. 2 and 6 above.

Following some discussion Mr. Walker moved the adoption of the foregoing statement of criteria. The motion was seconded by Mr. Puffer and unanimously carried.

Reference was made to some criticism that appeared in one of the newspapers in the State concerning the increase in employment which made special reference to our schools.

Following much discussion it was the consensus of opinion that a survey be made by Dr. Browne with the assistance of Dr. Randall Stout of the Department of Finance which would reveal a true picture of the status of employment at our four schools. A report of such a survey could serve as a basis for decision by the Board in regard to what publicity should be given this matter.

UNFINISHED BUSINESS

Mr. Stipes reported that the Special Committee appointed to study the matter of employing a consulting architect had had discussions with the Supervising Architect and the Director of the Physical Plant at the University of Illinois. It became evident, following these discussions with the University people, that what was needed was for a man to go around to the schools and make a survey of the facilities and find what was already available in the field of physical maintenance and come back to the Board with a recommendation of what the job should be. The Committee also thought that we should set aside $600.00 for this man which would include expenses. The survey would be made within the next 60 days.

Following much discussion Mr. Stipes moved that we employ George L. Bennett to make a survey of the physical maintenance at the schools and submit recommendations as to what the job of a consulting architect should be, and to authorize the expenditure of not to exceed $600.00 for this survey which would include expenses. The motion was seconded by Mr.

Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Mr. Stipes next reported that he had no report to make on the matter of the disability payment in connection with the Retirement System.

REPORT OF OFFICERS OF THE BOARD

Dr. Browne presented his Report No. 7 as Executive Officer and Educational Coordinator which consisted of five parts; namely, Part One -- Operation of the Faculty Salary Schedule; Part Two -- Faculty Salaries for 1951-52; Part Three -- Plans for Laboratory Schools; Part Four -- President's Salaries; and Part Five -- Personal Services Expenditures for Eight Months.

No specific Board action was taken on this report.

Mr. Lanphier gave his report as Financial Coordinator and Secretary by again calling attention to the condition of the appropriation for Travel for the Teachers College Board which will be insufficient, and also called attention to the appropriations for Contractual Services and Office Expenses which are not in such good condition.

REPORTS OF PRESIDENTS

Dr. Buzzard presented his quarterly report on Eastern Illinois State College with the request that on Page 9 under the heading III. OTHER EMPLOYEES, Item A. New Employees be deleted from this report, and on Page 12 Item 10 also be deleted.

Mr. Austin questioned an item in the report. Following an explanation by Dr. Buzzard and much discussion Mr. Bohrer moved that the report be approved as amended. The motion was seconded by Mr. Pois,

the roll was called, and the vote was as follows:

Mr. Austin	Nay
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Nay
Mr. Pois	Aye
Mr. Puffer	Nay
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was carried by a vote of eight to three.

Dr. Fairchild presented his quarterly report together with supplement on Illinois State Normal University.

A question as to the number of persons recommended for Sabbatical Leave brought the information that, with a faculty of 286, the school was entitled to twelve.

Mr. Bohrer moved that the report and supplement be approved as submitted. The motion was seconded by Dr. Reavis and unanimously carried.

Dr. Fairchild reported that under date of February 19 the Division of Architecture and Engineering recommended the acceptance of a proposal in the total amount of $273.70 for a Minneapolis-Honeywell photo electric eye for safety control and the addition of a water-feeder to the small steam boiler in connection with the kitchen equipment in the self-liquidating residence halls.

Following but little discussion Mr. Bohrer moved that we authorize the expenditure of $273.70 for the above-outlined work as per proposal submitted by the S. E. McDaniel and Co. Inc., and as recommended by the Division of Architecture and Engineering in connection with the kitchen equipment in the self-liquidating residence halls. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye

Mr. Pois	Aye
Mr. Puffer	Absent
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Fairchild next advised that under date of February 21 the Division of Architecture and Engineering recommended the acceptance of a proposal submitted by the S. E. McDaniel & Co. Inc., in the amount of $346.25 for certain changes in present valves as well as the installation of new valves; namely, the removal of the flaps from four present check valves on each boiler and the re-installation of the valve tops on those check valves, as well as the furnishing and installation of one new three inch check valve in the present three inch return lines on each of the two domestic water heaters in the self-liquidating residence halls.

Following but little discussion Mr. Bohrer moved that we authorize the expenditure of $346.25 for the above-outlined work as recommended by the Division of Architecture and Engineering in connection with the self-liquidating residence halls. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Absent
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu presented his quarterly report on Western Illinois State College.

Since there were no questions regarding the report, Mrs. Harris moved that the report be accepted as

submitted. The motion was seconded by Mr. Pois and unanimously carried.

Dr. Beu presented and requested the Board's approval of the following proposed campus improvement projects:

1. Repair and replace windows in Morgan Gymnasium which will cost approximately $10,000.00. Money is available in the reappropriation for the Classroom Addition to Morgan Gymnasium. This project has been approved by the Division of Architecture and Engineering.

2. Construction of wall and installation of acoustic tile in old Training School Gymnasium which will cost $1,500.00 and $686.00 respectively. Money is available in the reappropriation for the Addition to the Training School Building. Both projects have been approved by the Division of Architecture and Engineering.

3. Relighting of the band room and commerce room located on the third floor of the Administration Building. Bids were solicited and received from three firms, the low bid being submitted by the Bushnell Electric Co., in the amount of $2,960.00, which is recommended for acceptance by the college authorities. The project will be paid from Contractual Services, Income Fund--Educational Operations.

4. Purchase of lumber to be used by the maintenance crew and carpenters at Western as needed. Bids were solicited and received from three firms, the low bid being submitted by the Hanan Lumber Co., of Macomb in the amount of $2,641.04, which is recommended for acceptance by the college authorities. Funds are available in General Revenue - Commodities.

5. Purchase of one 18" Motor Driven Single Surfacer, Oliver No. 399D, for Industrial Arts Department. Invitations to bid were sent to three firms which are the only sources of supply for this piece of equipment known to the department head. The low bid was submitted by the Woodworkers Tool Works in the amount of $1,403.94 and is recommended for acceptance by the college authorities. This will be paid from General Revenue--Equipment fund.

6. Purchase of one Spectrophotometer, Beckman, DuQuarts, for the Chemistry Department. Bids were solicited and received from three firms, all bids were

in the amount of $1,250.00. The college authorities recommend purchasing this equipment from the Arthur S. LaPine Company as it is an Illinois firm and has not had as much business from this institution as has the E. H. Sargent Company, which is also an Illinois firm. This will be paid from General Revenue--Equipment fund.

7. Purchase of 1½ ton truck equipped with hoist for hauling of gravel, livestock, grain, etc. Bids were solicited and received from three firms. The low bid was submitted by Eddie's Sales and Service of Macomb in the amount of $2,610.00, which includes trade-in and less Excise tax. The college authorities recommend the acceptance of the low bid.

8. Paving improvement project, which is in accordance with a letter received from Edwin L. Harris, City Attorney for the City of Macomb. It is requested that authorization be given to expend, not exceeding $3,000.00, from Contractual Services, Income Fund--Educational (or from Contingency, Income Fund--Educational if funds are not available in Contractual Services) for this project.

Following but little discussion Mrs. Harris moved that the foregoing list of expenditures be approved. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu also submitted in writing a request to engage an associate architect at 7½% of the cost of the project to draw plans and write specifications for projects under Senate Bill 771. Payment of architect's fees will be made out of Contractual Services, General Revenue or Income Fund--Educational Operations.

Following some discussion Mrs. Harris moved that we authorize the authorities at Western to engage an associate architect to draw plans and write specifications for projects under Senate Bill 771 at a fee of $7\frac{1}{2}\%$ of the cost of the project. The motion was seconded by Dr. Reavis, the roll was called, and the vote was as follows:

Mr. Austin	Aye
Mr. Bohrer	Aye
Mrs. Harris	Aye
Mr. Nickell	Aye
Mr. Pois	Aye
Mr. Puffer	Aye
Dr. Reavis	Aye
Mr. Schriver	Aye
Mr. Stipes	Aye
Mr. Walker	Aye
Mr. Wirtz	Aye

The motion was unanimously carried.

Dr. Beu submitted a report of Western's Internal Budget for Fiscal Year 1952-53 (Personal Services Only).

Following some discussion Mr. Stipes moved that this report be referred to the Finance Committee for study. The motion was seconded by Mr. Pois and unanimously carried.

Dr. Holmes presented his quarterly report on Northern Illinois State Teachers College with the request that Item 3. Swen F. Parson Library appearing on Page 10 under the heading VI. BUILDINGS AND GROUNDS be deleted from this report.

There being no further corrections to the report Mr. Bohrer moved that the report be approved as corrected. The motion was seconded by Mr. Schriver and unanimously carried.

Mr. Wirtz reported that the Advisory Committee at Northern has had to act on the following three items in connection with the self-liquidating men's residence hall at Northern:

1. An extra in the amount of $175.00 covering the cost of connecting the cold and hot water piping and waste and vent to the sink in the kitchen unit in the Director's suite. Proposal was recommended by the Division of

Architecture and Engineering.

2. An extra in the amount of $148.00 which covers the furnishing and installation of a long spout faucet for mounting on the kitchen range in the kitchen of the men's residence hall. Proposal was recommended by the Division of Architecture and Engineering.

3. An extra in the amount of $426.00 which covers the furnishing and installing of two additional number 10 lead covered wires from the boiler house to the basement of the men's residence hall. This cable is necessary if the program clocks in the hall are to be synchronized with the program clocks of the other buildings on campus. Proposal was recommended by the Division of Architecture and Engineering.

Mr. Schriver moved that we approve of the actions taken by the Advisory Committee at Northern in connection with the self-liquidating men's residence hall. The motion was seconded by Mr. Stipes and unanimously carried.

REPORTS OF COMMITTEES

Mr. Puffer, Chairman of the Building Committee, reported that he had recently received a telephone call from Mr. Miller of the Potomac Engineering Corporation advising that his company had not had opportunity, as did other companies, to exhibit their chair in connection with bids that had recently been received on chairs for the Auditorium at Northern.

Mr. Puffer also read a letter that he had received from Mr. Miller in which he advised that the American Seating Company, the successful bidder even though Potomac's bid was about $600.00 less than the bid of the American Seating Company and met the specifications as prepared by the Division of Architecture and Engineering, has offered their No. 16001 Auditorium Chair on a delivered and installed basis in Texas and Idaho for considerably less than their price in this instance. Mr. Browne was instructed to inquire into the facts which would or would not support this charge.

In view of the foregoing information and following much discussion Mr. Puffer moved that we rescind the order for the purchase of auditorium chairs from the American Seating Company for Northern Illinois State Teachers College, which was approved in the

February 10--11 meeting of the Board. The motion was seconded by Mr. Schriver and unanimously carried.

From the discussion about the auditorium chairs it was evident that a policy should be established setting forth procedure and mechanics in relation to the matter of purchasing.

Mr. Walker moved that the Chairman be empowered to appoint such a committee to establish a policy of procedure and mechanics. The motion was seconded by Mr. Nickell and unanimously carried.

The Committee appointed by the Chairman is as follows: Mr. Pois, Chairman; Mr. Stipes; and Mr. Walker.

Mr. Puffer reported that the Building Committee had met and were making the following recommendations in connection with the proposed Training School and Junior High School at Eastern:

1. Recommend that the building be located on land now owned by the college.

2. Recommend that there should be single rooms for each grade of the elementary school with provision made to add other rooms in the future if needed.

3. Recommend that we have the architects draw up a plan and give us an estimate of cost of a swimming pool which could be attached to the elementary school unit.

Mr. Stipes moved the approval of the report and recommendations of the Building Committee. The motion was seconded by Mr. Schriver and unanimously carried.

Mr. Puffer also reported that the Building Committee had discussed the proposed Laboratory School at Northern and were recommending that Dr. Holmes should confer further with his faculty committee and revise their report and make it a more realistic one. Mr. Puffer stated that the Building Committee would be glad to sit down and go over the revised recommendations.

Mr. Schriver moved the approval of the foregoing report. The motion was seconded by Mr. Stipes and unanimously carried.

COMMUNICATIONS

Mr. Nickell reported that he had received a communication from President Bergendoff of Augustana College protesting the summer workshop at Rock Island that Northern is offering.

Mr. Nickell advised that he had written President Bergendoff to the effect that he felt that education in general could not be isolated to any certain locality.

It was the unanimous opinion of the Board that Dr. Browne should write President Bergendoff for the Board and explain the Board's feeling regarding this matter.

There being no further business before the Board Mr. Bohrer moved the meeting be adjourned until the next scheduled meeting on April 21, 1952, in Springfield, Illinois. The motion was seconded by Mr. Schriver and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE FOR THE MEETING in SPRINGFIELD April 21, 1952

To the Chairman, Secretary and Members of the Teachers College Board,

Ladies and Gentlemen:

The following report concerning the Eastern Illinois State College is presented for your consideration:

I. STUDENTS

A. Enrollment, Spring Quarter, 1952

1. College

Class	Men	Women	Total	Total one year ago	Per Cent Change
Graduates	2	-	2		100% Increase
Undergraduates					
Unclassified	13	3	16	21	24% Decrease
Seniors	108	79	187	235	21% Decrease
Juniors	131	76	207	206	.05% Increase
Sophomores	118	122	240	270	11% Decrease
Freshmen	173	135	308	372	17% Decrease
Total	545	415	960	1104	13% Decrease

The average quarterly enrollment of college students for 1951-52 is 1030. The grand total of different college students enrolled during 1951-52 is 1182.

2. Eastern State High School

Boys	Girls	Total	Total one year ago
69	69	138	132

3. Eastern State Elementary School

122	123	245	247

4. Extension Courses for the second half-year 1951-52 are being conducted at 15 off-campus centers with 28 students doing this work on campus. This figure includes the graduate class of 19. Enrollment data as follows:

Extension Enrollment (Second Half 1951-52)

UNDERGRADUATE COURSES

Center	Course	Instructor	Men	Women	Total
Bridgeport	Ed. E 454	Ziegel	10	13	23
Campus			3	6	9
Charleston	Ed. E 450	Olsen	4	10	14
Effingham	Geog. E 221	Barton	6	41	47
Fairfield	Speech E 433	Buck	6	26	32
Hillsboro	Soc.Sci.E 233	Seymour	4	26	30
Louisville	Ed. E 456	Byrnes	6	17	23
Mattoon	Ed. E 450	Olsen	3	23	26
Mt. Carmel	Sci. E 129	Scruggs	4	20	24
Newman	Health Ed. E 330	Riebe	3	16	19
Newton	Ed. E 344	Heise	1	15	16
Olney	Soc.Sci.E 272	Wood	5	22	227
Pana	Art E 224	Countryman	3	26	29
Sullivan	Geog. E 221	Harris	3	21	24
Toledo	Ind. Arts E 225	Fowler	2	17	19
Vandalia	Phys. Ed E 345	Haight	4	26	30

GRADUATE COURSE

Charleston	Ed. R. E.551	Harris	8	11	19
		Totals	75	336	411

There are seven people enrolled in two courses.

Total one year ago 348. Per cent change 16.09% increase.

5. VETERAN ENROLLMENT

Spring Quarter, 1952

Veterans under Illinois Military Scholarships		19
Veterans under Public Law No. 346		65
Veterans under P. L. No. 16 (Rehabilitation)		2
(Men 85, Women 1)	Total	86

B. SCHOLARSHIP REPORTS

1. Teachers College Scholarship Holders

Students using Teachers College Scholarships for the Spring Quarter, 1952, numbered 338, which is an appreciable gain of 18 over the total of 320 for the Spring Quarter, 1951.

As a matter of record, certification is hereby made to the Teachers College Board that the persons with the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Eastern Illinois State College under the provisions of Section 30-1 of "The School Code" during the following period.

Spring Quarter, 1952. Voucher No. 1722, April 4, 1952. Teachers College Scholarships $3,380.00. (338 students)

2. Military Scholarships

As a matter of record, certification is hereby made to the Teachers College Board that the persons with the addresses indicated in each case, lists of whom were sent to the Secretary along with the vouchers to be submitted to the Auditor of Public Accounts, attended the Eastern Illinois State College under the provisions of Section 30-5 of "The School Code" during the following period.

Spring Quarter, 1952. Voucher No. 1722, April 4, 1952. Military Scholarships $190.00. (19 students)

C. AFFILIATED TEACHERS, Spring Quarter, 1952

The following persons are serving as Off-Campus Critic Teachers during the present Spring Quarter, 1952, at the rate of $24.00 per assignment, and will be carried on the May 1 - 15 Payroll as Faculty Assistants:

Name	No. Assignments	Amount
Casey High School		
Mrs. Jean Main (Homemaking)	6	$ 144.00
Charleston High School		
Elmer Joseph Jamnik (Bus. Educa.)	4	96.00
Paul Maas (Ind. Arts)	5	120.00
Dawn M. Neil (Biology)	4	96.00
Marvin Smith (Bus. Educa.)	1	24.00
Jack Whitson (P. E.)	1	24.00
Lawrenceville Township High School		
Elsie May Buchanan (Homemaking)	4-1/2	108.00
Maude Moore (Homemaking)	4-1/2	108.00
Mattoon Senior High School		
Eleanor Franklin (Bus. Educa.)	1	24.00
Oren Lackey (Biology)	1	24.00
Jane Lahey (Bus. Educa.)	1	24.00
Bernard Ohm (Bus. (Educa.)	1	24.00
Luella Simmons (Bus. Educa.)	1	24.00
Shelbyville Community High School		
Alice Crouch (Homemaking)	3	72.00
Bertha Mathias (Homemaking)	3	72.00
	Total	$ 984.00

D. Off-Campus Student Teaching, Spring Quarter, 1952.

Name of School	No. of Critics	No. of Stud. Teachers	No. of Stu. Teach. Assign.	No. of Pupils
Casey H. S.	1	2	6	44
Charleston H. S.	5	12	15	183
Lawrenceville T. HS	2	3	9	262
Mattoon Senior HS	5	2	5	107
Shelbyville Com. HS	2	2	6	214
	15	21	41	810

II. FACULTY

A. Faculty Resignations

1. Mrs. Margaret Barrick, A.M., Instructor in Home-making in our Eastern State High School, effective May 31, 1952, because of recent marriage.

2. Victoria M. Brust, M.S., Instructor and Dietitian, College Dormitory, effective June 30, 1952, due to reorganization of the Food Services and the teaching staff in Home Economics.

B. Completion of one-year contract

1. Josephine Logan, Ed.M., Instructor and First Grade Critic Teacher, Campus Elementary School, effective May 31, 1952.

C. Completion of Substitute Assignment

1. Marise Daves, M.A., Substitute Instructor in Physical Education for Women, during absence of Winifred Bally (on sabbatical leave for study 1951-52) effective May 31, 1952.

2. John H. Lewis, M.A., Substitute Instructor in Physical Education, during absence of Maynard O'Brien (on sabbatical leave for study 1951-52) effective May 31, 1952.

D. Faculty Retirement

1. Mrs. Leah Stevens Castle, Assistant Professor and Seventh Grade Critic Teacher in Campus Elementary School, requests transfer to status of retirement under the University System, effective July 1, 1952.

2. Lena B. Ellington, A.M., Assistant Professor of Social Science, Eastern State High School, requests change of status to retirement under the University Retirement System, effective July 1, 1952.

3. Edith Levake, Assistant Professor and Eighth Grade Critic Teacher in Campus Elementary School, requests transfer to status of retirement under the University Retirement System, effective September 1, 1952.

4. Charles P. Lantz, Professor and Head of the Department of Physical Education and Intercollegiate Athletics, requests transfer to the status of retirement under the University Retirement System as of September 1, 1952. This request was presented and

approved at the June 11, 1951, Meeting of the Teachers College Board in Normal, Illinois.

E. Faculty Leave for Disability

Continued Leave of Absence on Disability, under the regulations of the University Retirement System, from September 1, 1952 through August 31, 1953, inclusive, is requested for:

1. Gilbert T. Carson	Asst. Prof.	Phys. Educa.
2. Ruth Hostetler	Asst. Prof.	Mathematics
3. Alice McKinney	Instructor	Art
4. Winnie D. Neely	Asst. Prof.	English
5. Jesse J. Sanders	Asst. Prof.	Education

F. Nine Months' Faculty for College Year 1952-53

The following faculty is presented for the academic year 1952-53, as approved by the Sub-Committee of the Faculty on Appointments, Salary Schedule and Tenure:

1. PROFESSORS

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
1 Lantz, Charles P.	Ph. D.	Physical Educa.*	6390	retired	
2 Widger, Howard DeF.	Ph. D.	English *	6390	6750	B
3 Coleman, Charles H.	Ph. D.	Social Science*	6210	6570	B
4 Dvorak, Leo J.	Ph. D.	Music *	6210	6570	B
5 Guinagh, Kevin	Ph. D.	Foreign Lang. *	6210	6570	B
6 Klehm, Walter A.	Ed. D.	Industrial Art *	6210	6570	B
7 McAfee, Florence	Ed. D.	Physical Educa. *	6210	6570	B
8 Phipps. Harris E.	Ph. D.	Chemistry *	6210	6570	B
9 Reinhardt, Emma	Ph. D.	Education*	6210	6570	B
10 Ross, J. Glenn	Ph. D.	Speech *	6210	6570	B
11 Schaupp, Roscoe F.	Ph. D.	Library *	6210	6570	B
12 Scruggs, Walter M.	Ph. D.	Zoology *	6210	6570	B
13 Stover, Ernest L.	Ph. D.	Botany *	6210	6570	B
14 Thompson, James M.	Ed.D.	Business Educa.*	6210	6570	B
15 Cavins, Harold M.	Ed. D.	Health Educa. *	6030	6390	B
16 Dickerson, Earl S.	Ed. D.	Business Educa.	6030	6390	B
17 Landis, Russell H.	Ed. D.	Industrial Art	6030	6390	B
18 Morris, Sadie O.	Ph. D.	Home Economics *	6030	6390	B
19 Olsen, Hans C.	Ph. D.	Education	6030	6390	B

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
20 Seymour, Glenn H.	Ph. D.	Social Science	6030	6390	B
21 Thut, H. Fred	Ph. D.	Botany	6030	6390	B
22 Waffle, Eugene M.	Ph. D.	English	6030	6390	B
23 Whiting, Mildred I.	Ph. D.	Art *	6030	6390	B
24 Zeller, Rose	Ph. D.	Geography	6030	6390	B
25 Barton, Byron K.	Ph. D.	Geography *	5850	6210	C
26 Lefler, Glenn Q.	Ph. D.	Physics *	5850	6210	C
27 Ringenberg, Lawrence	Ph. D.	Mathematics *	5850	6210	C
28 Palmer, Francis G. (P)	Ph. D.	English	5580	6030	C
29 Weller, Annie L.	Emeritus		2100	2100	
				176,250	

* Indicates Head of Department

(P) Indicates promotion as of September 1, 1952

Quota of Professors:	30.8 to 38.5
Teaching Professors	27
Administration Prof.	6
Emeritus Professors	1
Total	34

2. ASSOCIATE PROFESSORS

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
					A
1 Alter, Donald R.	Ph. D.	Social Science	5580	5760	B
2 Edwards, Arthur U.	Ph. D.	ES Principal *	5580	5760	B
3 Peterka, Harry E.	Ph. D.	Zoology	5580	5760	B
4 Plath, Raymond A.	Ph. D.	Social Science	5580	5760	B
5 Rothschild, Donald A.	Ph. D.	Psychology	5580	5760	B
6 Wood, William G.	Ph. D.	Social Science	5580	5760	B
7 Damann, Kenneth E.	Ph. D.	Botany	5400	5760	B
8 Foreman, Melvin O.	Ph. D.	Chemistry	5400	5760	B
9 Fowler, Ewell W.	Ed. D.	Indus. Art	5400	5760	B
10 Harris, Raymond P.	Ed. D.	HS Principal *	5580	5760	B
11 Marcy, Lawson F.	Ph. D.	Chemistry	5400	5760	B
12 Michael, E. Elizabeth	Ph. D.	For. Lang.	5400	5760	B
13 Moses, Elbert R.	Ph. D.	Speech	5580	Army	
14 Schmalhausen, Ruth	Ed. D.	Home Ec.	5400	5760	B
15 White, Clifton W.	Ed. D.	Physical Ed.	5580	5760	B
16 Blair, Robert L.	Ph. D.	English	5220	5580	B
17 Gunderson, B. Harry	Ed. D.	Industrial Art	5220	5580	B
18 Haight, Edith P.	Ph. D.	Physical Educa.	5220	5580	B

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
19 Kline, Judd	Ph. D.	English	5220	5580	B
20 Riegel, Garland T.	Ph. D.	Zoology	5220	5580	B
21 Steele, Sidney B.	Ph. D.	Chemistry	5220	5580	B
22 Bymes, Arthur F.	Ed. D.	Visual Educa.	5040	5400	B
23 Cline, Ruth H.	Ph. D.	English	5040	5400	B
24 Ekeberg, Gladys W.	Ph. D.	English	5040	5400	B
25 Fagan, Clifford L.	Ph. D.	Business Educa.	5040	5400	B
26 Fisher, J. Sherrick	Ed. D.	Education	5040	5400	B
27 Phillips, Thomas A.	Ed. D.	Education	5040	5400	B
28 Warner, Robert A.	Ph. D.	Music	5040	5400	B
29 Westcott, George S.	Ph. D.	Music	5040	5400	B
30 Boyd, Earl W.	Ph. D.	Music	4860	5220	C
31 Davis, David J.	Ph. D.	Mathematics	4860	5220	C
32 Duncan, Glenn S. (P)	Ed. D.	Industrial Art	4950	5220	C
33 Ferguson, Max B. (P)	Ph. D.	Zoology	4950	5220	C
34 Harris, Ruby M.	SM	Geography	5040	5220	C
35 Kniskern, Verne B. (P)	Ph. D.	Zoology	4950	5220	C
36 Miner, William D.	Ph. D.	Social Science	4860	5220	C
37 Riebe, Harland A. (P)	Ed. D.	Health Educa.	4950	5220	C
38 Sparks, Irvin L. (P)	Ph. D.	Physics	4950	5220	C
39 Rezatto, John L. (P)	Ed. D.	Music	4590	5040	C
40 Crowe, Albert B.	Emeritus		2100	2100	
				211,440	

* Indicates Head of a Department.

(P) Indicates promotion as of September 1, 1952.

Quota of Associate Professors -- 38.5 to 61.6

Teaching Assoc. Prof.	39
Administration Assoc. P.	2
Emeritus Assoc. Prof.	1
Total	42

3. ASSISTANT PROFESSORS

	Degree	Department	Salary '51-52	Proposed Salary '52 - 53	Block
					A
1 Elliott, Charles A.	AM2	Industrial Art	study	4950	B
2 Healey, William A.	DirPE1	Physical Education	4770	4950	B
3 Holley, Bertrand P.	MBA2	Business Educa.	study	4950	B
4 O'Brien, Maynard T.	AM2	Physical Educa.	study	4950	B
5 Vandeventer, Lester R.	AM2	Mathematics	study	4950	B

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
6 Buck, McKenzie W.	Ph. D.	Speech	4590	4950	B
7 Darling, Rex V.	Dir PE1	Physical Educa.	4770	4950	B
8 Ewbank, Henry L. Jr.	Ph. D.	Speech	4590	4950	B
9 Gabbard, E. Glendon	AM1	Speech	4770	S- 2475	
10 Giffin, James F.	MBA 1	Business Educa.	4590	S- 2475	
11 Groves, William H.	Ph. D.	Physical Educa.	4590	4950	B
12 Loomer, Gifford C.	Ph. D.	Art	4590	4950	B
13 Moler, Donald L.	Ed. D.	Remedial Read.	4590	4950	B
14 Quick, Otho J.	AM1	HS Ind. Art	4590	S- 2475	
15 Shull, Carl E.	AM1	Art	4590	S- 2475	
16 Waddell, Robert C.	MS1	Physics	4590	4950	B
17 Arnold, Myrtle	AM1	ES 4th Grade	4590	4770	B
18 Elliott, Aline R.	AM1	Physical Educa.	4590	4770	B
19 Hoffman, Arnold J.	MS1	HS Science	4590	4770	B
20 Saunders, Nannilee	AM2	ES 3rd Grade	4590	4770	B
21 Van Horn, Paris J.	Dir. PE1	HS Safety Educa.	4590	4770	B
22 Bally, Winifred (P)	AM1	Physical Educa.	study	4590	C
23 Carman, Ruth	AM1	For. Lang.	4410	4590	C
24 Castle, Leah S.	SM	ES 7th Grade	4410	retired	
25 Devinney, Helen	AM1	Home Economics	4230	4590	C
26 Eberhardt, James G.	AMLS	Library	4230	4590	C
27 Ellington, Lena B.	AM	HS Social Science	4410	retired	
28 Hanson, Ethel I.	AM1	Music	4410	4590	C
29 Hendrix, Gertrude	AM2	HS Mathematics	4230	4590	C
30 Hunter, Jessie M.	AM1	Business Educa.	4410	4590	C
31 Kelly, E. Chennault	AM2	English	study	4590	C
32 Levake, Edith	AM	ES 8th Grade	4410	retired	
33 Mather, Merrilee	Ph. D.	English	4230	4590	C
34 Max, Roy C. Jr. (P)	MBA1	Business Educa.	4320	4590	C
35 Morgan, Mildred D.	AM1	HS English	4410	4590	C
36 Ryle, Robert C.	AM1	HS Social Sci.	4230	4590	C
37 Wheeler, Virginia O.	AM1	ES Art	4410	4590	C
38 Ziegler, Lorene (P)	AM1	ES 6th Grade	4320	4590	C
39 Ekstrand, Margaret L.	AMLS	Library	4230	4410	C
40 Johnson, Lela L. (P)	AM1	HS Bus. Educa.	4140	4410	C
41 Love, Harriett	MSLS	ES Library	4230	4410	C
42 Marks, Ica	MS1	HS Science	4230	4410	C

	Degree	Department	Salary '51-52	Proposed Salary '52-53	Block
43 Reid, Florence E.	AM1	ES 5th Grade	4230	4410	C
44 Scott, Mary N.	AMLS	Library	4230	4410	C
45 Ragan, Edith	Emeritus		2100	2100	
				185,970	

S - Indicates sabbatical study 1952-53.

(P) Indicates promotion as of September 1, 1952.

Quota of Assistant Professors --38.5 to 61.6

Teaching Asst. Prof.	44
Administration A.P.	1
Emeritus Asst. Prof.	1
	46

4. INSTRUCTORS

					A
1 Babcock, Mary K. (5)	AM	Physical Educa.	4320	4500	B
2 Barclay, Doris L. (5)	AM	Art	4140	4500	B
3 Countryman, Calvin	AM	Art	4320	S - 2250	
4 Cox, Velma V. (5)	MEd	ES 2nd Gr.	4140	4500	B
5 Elmore, Walter L. (5)	AM	HS Phys. Ed.	4320	4500	B
6 Kilpatrick, Julia (3)	AM	Home Econ.	4140	4500	B
7 Hart, Dorothy M. (6)	AM	Phys. Educa.	4140	4320	B
8 Lambert, Charlotte (4)	AM	Phys. Educa.	3960	4320	B
9 Knuth, Arvilla (4)	AM	HS For. Lang.	3960	4320	B
10 Poos, Roberta L.	AM	HS English	4140	4320	B
11 Smock, Lee Anna J.	AM	Library	4140	4320	B
12 Smith, Catherine A. (3)	MM	Music	3960	4320	B
13 Pence, J. Robert (2)	MM	HS Music	3960	4320	B
14 Barrick, Margaret P.	AM	HS Home Ec.	4140	resigned	
15 Carr, Mary Stella (3)	AM	HS Library	3960	4140	C
16 Lewis, Benjamin M. (2)	AMLS	Library	3780	4140	C
17 Logan, Josephine	AM	ES 1st Grade	3960	replaced	
18 Murray, Louise (2)	AM	HS English	3960	4140	C
19 (New)	AM	Home Ec.	- - -	4140	
20 Shull, Mary B.	MM	P. E. (1/2)	1890	2070	C
21 Waddell, Helen	- -	Library (1/2)	1890	2070	C
22 Coffman, Gilberta	Emeritus		2100	2100	
				77,790	

S - Sabbatical year for study 1952-53

(5) Numeral indicates year of probation.

Quota of Instructors - not over 30.8

Teaching Instructors	21
Admin. Instructors	2
Emeritus Instructors	1
	24

G. PROBATION

Probationary status through 1952-53 for the following faculty:

1	Dr. David J. Davis	Assoc. Prof.	3rd year
2	Dr. Glenn S. Duncan	Assoc. Prof.	3rd year
3	Dr. Max B. Ferguson	Assoc. Prof.	3rd year
4	Dr. Verne B. Kniskern	Assoc. Prof.	3rd year
5	Dr. William D. Miner	Assoc. Prof.	3rd year
6	Dr. Harland A. Riebe	Assoc. Prof.	3rd year
7	Dr. Irvin L. Sparks	Assoc. Prof.	3rd year
8	Dr. J. Sherrick Fisher	Assoc. Prof.	2nd year
9	Dr. John L. Rezatto	Assoc. Prof.	2nd year
10	Dr. McKenzie W. Buck	Asst. Prof.	2nd year
11	Dr. Henry L. Ewbank, Jr.	Asst. Prof.	2nd year
12	Dr. William H. Groves	Asst. Prof.	2nd year
13	Dr. Gifford C. Loomer	Asst. Prof.	2nd year
14	Dr. Donald L. Moler	Asst. Prof.	2nd year
15	Dr. Merilee Mather	Asst. Prof.	2nd year

Extension of probationary status through 1952-53, with decision as to tenure by April 15, 1953.

1	Dr. Raymond P. Harris	Assoc. Prof.	4th year
2	Dr. Louis G. Schmidt	Assoc. Prof.	4th year

Continuation of special probationary status.

1. Emma Chennault Kelly, Assistant Professor, until September 1, 1953, with agreement that doctorate will have been achieved by this date, if tenure granted.

H. REPLACEMENTS needed for 1952-53

	For	Position	Probable Salary
1	Barrick, Margaret P.	HS Home Ec.	4140
2	Brust, Victoria	Dormitory Dietitian	4200
3	Castle, Leah S.	ES 7th Grade	4140
4	Ellington, Lena B.	HS Soc. Sci.	4590
5	Lantz, Charles P.	Head, Men's P.E.	5760
6	Levake, Edith P.	ES 8th Grade	4590
7	Logan, Josephine	ES 1st Grade	4140
8	Sneesby, Kathryn	Dorm. Soc. Dir.	4200

SUBSTITUTES needed for 1952-53.

For	Position	Probable Salary
1 Countryman, Calvin	Art	4140
2 Gabbard, E. Glendon	Speech	4590
3 Moses, Elbert R.	Speech	4590
4 Shull, Carl E.	Art	4320
5 Giffin, James F.	Bus. Educa.	vacant
6 Quick, Otho J.	HS Ind. Art	vacant
		53,400

I. PROMOTIONS

The following promotions have been approved by the Faculty Sub-Committee on Appointments, Salary Schedule and Tenure:

1. Associate Professor to Professor as of September 1, 1952.

a. Dr. Francis G. Palmer	English

2. Assistant Professor to Associate Professor as of September 1, 1952.

a. Dr. Glenn S. Duncan	Ind. Arts
b. Dr. Max B. Ferguson	Zoology
c. Dr. Verne B. Kniskem	Zoology
d. Dr. Hatland A. Riebe	Health Educa.
e. Dr. Irvin L. Sparks	Physics
f. Dr. John L. Rezatto	Music

3. Instructor to Assistant Professor, as of September 1, 1952.

a. Winifred Bally	P. E. (Women)
b. Roy Max Jr.	Bus. Educa.
c. Lorene Ziegler	ES 6th Grade
d. Lela L. Johnson	HS Bus. Educa.

J. The following administrative group is presented for the fiscal year 1952-53, as approved by the faculty Sub-committee on Appointments, Salary Schedule and Tenure:

ADMINISTRATION

		Degree		Salary '51-52	Proposed Salary '52-53
1	Buzzard, Robert G.	Ph. D.	President	12000	12000
2	Heller, Hobart F.	Ph. D.	Dean (Professor)	8280	8760
3	Metter, Harry L.	Ph. D.	Dir. R. Tng. &Pl. (Professor)	8280	8760
4	Heise, Bryan	Ph. D.	Dir. Extension (Professor)	8040	8520
5	Anfinson, Rudolph D.	Ph. D.	Dean of Men (Professor)	7560	8040
6	Lawson, Elizabeth K.	Ph. D.	Dean of Women (Professor)	7560	8040
7	Ziegel, William H.	Ph. D.	Dir. Admissions (Professor)	7560	8040
8	Maxwell, Charles L.	MD	Physician (Assoc. Prof.)	7680	8040
9	Schmidt, Louis G.	Ph. D.	Dir. Student Activ. (Assoc. Prof.)	6720	6960
10	Elam, Stanley M.	AM2	Dir. Pub. Relations (Asst. Prof.)	study	6600
11	Gaertner, Ruth H.	AM	Dir. Food Services (Instructor)	5520*	6000*
12	Ryle, Carolyn G.	MN	Health Co-ordinator (Instructor)	5520	vacant
13	Gregg, Raymond R.	AM1	Business Manager (E.A. in E & A)	7560	8040
14	Cravey, Gerald	BS	Supt. Blds & Grds. (E.A. in E &A)	5100	5580
15	Thomas, Blanche C.	-	Registrar (E.A. in E & A)	4800	5100
16	Allen, Mary C.	-	Secretary to Pres. (E.A. in E & A)	3600	3840
17	Brust, Victoria	MA	Dietitian - Dorm. (Instructor)	4800*	resigned*
18	Sneesby, Kathryn	AM	Dir. Dorm. (Instructor)	4800*	resigned*

	Degree		Salary '51-52	Proposed Salary '52-53
19 Luhr, Robert	-	Asst. Printer (Fac. Asst.)	3000	resigned
20 Montross, Walter W.	-	Asst. Printer (Fac. Asst.)	- - -	2160
21 Hesler, Kenneth	BS	Asst. Public Rela. (Fac. Asst.)	4200	4420
				118,900

* Part salary from Auxiliary Enterprises

RECAPITULATION

Nine months (teaching)

28	Professors	176,250
40	Associate Professors	211,440
43	Assistant Professors	185,970
20	Instructors	77,790
8	Replacements	35,760
4	Substitutes	17,640
143	Positions	704,850

Twelve months

17	Administration	118,900
	TOTAL	$ 823,750

III. OTHER EMPLOYEES

A. (deleted)

B. Employee Leave for Disability

Continued leave of absence on disability, under the regulations of the University Retirement System, from September 1, 1952, to August 31, 1953, inclusive, is requested for:

1. Rilla Lanman — Janitress I
2. Ben Meyer — Stationary Fireman
3. John Wrenn — Janitor

C. Employee Resignations

1. Mrs. Eleanor (Wortham) Lawson, Clerk Stenographer I, resigned, effective March 15, 1952.

D. Employee Leave of Absence

1. Miss Helen Moltz, Clerk Typist I in the Office of the High School Principal, requests leave of absence, without pay, from July 1, 1952, through August 25, 1952.

2. Mrs. Naida M. Rennels, Janitress, leave (without pay) because of illness, February 5 through March 31, 1952.

E. Employee return to duty from Leave of Absence

1. Mrs. Naida M. Rennels, Janitress, April 1, 1952.

F. NEW Employees

1. Mrs. Catherine Smith, Clerk Stenographer I, in the Office of the Principal of the Campus Elementary School, at the rate of $155.00 per month, effective March 25, 1952, vice Mrs. Eleanor Lawson resigned.

G. Change in Salary

1. Mr. Erroll B. Wood, Electrician, change in rate from 2.375 to 2.475 effective March 1, 1952 (Change in one-half monthly rate $205.83 to $214.50).

IV. ORGANIZATION: No report.

V. CURRICULUM

A. Addition of three-week seminar in "Teaching of Communications Subjects" as a fifth year course for the summer school of 1952, in cooperation with the Illinois Curriculum Program. The Graduate Committee of the Board will present a report covering this course.

VI. BUILDINGS AND GROUNDS

A. Installation of doors in each of the new Residence Halls to separate the Recreation Rooms from the Corridors, thus permitting better use of the buildings, at a quoted price of $737.00 complete for both dormitories, as per letter of March 31, 1952, from the Associate Architects, as an added cost of construction to a partially self-liquidating project.

VII. AUXILIARY ENTERPRISES: No report

VIII. STUDENT LIFE

A. The Eastern State News has recently been awarded the sixteenth consecutive "Medallist" rating by the Columbia University Scholastic Press Association, an achievement equalled by few teacher-training newspapers.

IX. MISCELLANEOUS ITEMS

A. Bids for automotive equipment have been received as follows:

1. Four door sedan, heater, spare tire.

a. Plymouth "Cambridge"

Thudium, Charleston $1,892.31
Cole, Charleston. 1,723.39

b. Ford V-8, "Customline"

McArthur, Charleston 1,795.00

c. Chevrolet "DeLuxe", powerglide

Lindley, Charleston. 1,526.66

2. Dump truck, 1-1/2 tons, hydraulic lift, dual rear wheels.

a. Dodge

Cole, Charleston. $2,633.47

b. Ford V-8

McArthur, Charleston 2,605.00

c. Chevrolet

Lindley, Charleston. 2,372.53

Recommendation is made for purchase from appropriation for Equipment, as follows:

1. Chevrolet sedan from Lindley Chevrolet Company, Charleston Illinois. $1,526.66

2. Chevrolet truck, same company . 2,372.53

Total $3,899.19

B. Bids for fluorescent light fixtures for laboratories, shops, etc., have been received as follows:

1. Wakefield fixtures

   a. General Electric, Terre Haute. $4,328.40
   b. Illinois Wholesale, Mattoon (Incomplete).. . . . . 4,466.83
   c. Graybar Electric, St. Louis (Incomplete) 3,684.50

2. National Electric fixtures

   a. Young and Foote, Mattoon. . .$3,985.50

3. Guth Fixtures

   a. Illinois Wholesale, Mattoon. .$4,540.00

Recommendation is made for purchase from appropriation for Equipment as follows:

1. National Electric Fixtures from Young and Foote, Mattoon, Illinois. $3,985.50

The only bid for installation was received from Young and Foote, Mattoon, which including lamps is $1,235.00. Recommendation is made for the acceptance of this bid, payment from Contractual Services.

X. SUMMARY

A. Consideration by the Teachers College Board is requested for the following items:

1. Employment of teachers in affiliated schools for the Spring Quarter as listed.

2. Resignations of Mrs. Margaret Priest Barrick and Victoria M. Brust.

3. Completion of one-year contract by Josephine Logan.

4. Completion of one-year substitute contracts by Marise Daves and John H. Lewis.

5. Change of status to retirement under the University Retirement System of Illinois at the date indicated, for Mrs. Leah Stevens Castle, Lena B. Ellington, Edith Levake and Dr. Charles P. Lantz.

6. Continuance of disability leave under the University Retirement System of Illinois

from September 1, 1952 to August 31, 1953, for Gilbert T. Carson, Ruth Hostetler, Alice McKinney, Winnie D. Neeley and Dr. Jesse J. Sanders.

7. Employment of the nine months faculty for the academic year 1952-53, in the ranks, positions and at the salaries noted.

8. Regular probation continued for the fifteen persons listed.

9. Extension of probation through the academic year 1952-53 for Dr. Raymond P. Harris and Dr. Louis G. Schmidt as stated.

10. Continuance of special probation for Emma Chennault Kelly until September 1, 1953, with granting of tenure depending upon securing doctor's degree by that date.

11. Authority to fill replacement and substitute positions as listed.

12. Academic promotions for 1952-53 as listed.

13. Employment of the twelve month administration staff as listed for the fiscal year 1952-53.

14. (deleted)

15. Approval of new seminar course in "Teaching of Communications Subjects".

16. Expenditure of $737.00 from direct appropriation for Residence Halls to complete installation of corridor doors.

17. Purchase of $3,899.19 automotive equipment (sedan $1,526.66 and dump truck $2,372.53) by acceptance of low bids.

18. Purchase of fluorescent lighting fixtures totalling $3,985.50.

19. Contract for installing fixtures, $1,235.00.

Respectfully submitted,

ROBERT G. BUZZARD
President

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING AT SPRINGFIELD, ILLINOIS APRIL 21, 1952

To the Members of the
State Teachers College Board of Illinois:

The following report is submitted for the Western Illinois State College:

I. FACULTY

A. Summer School Changes

1. Miss Margaret Wardell has requested a leave of absence without salary for the first summer term of 1952.

2. Mrs. Katharine Higgins will be employed the first summer term as Faculty Assistant in the Library to replace Miss Wardell. Mrs. Higgins received the B.Ed. degree from Western and served as substitute in the Library during the 1950-51 academic year and several summers. Her salary will be $300 per month or $450 for the term.

3. Dr. A. R. Schwarz will be employed in the Education Department for the first summer term at $450 per month. His degrees are: A.B., State Teachers College, Wayne, Nebraska; A.M., University of Nebraska; Ed.D., New York University. Dr. Schwarz is regularly employed as head of the Department of Education at North Central College, Naperville. (This position was provided in the summer school list in the March 17 Teachers College Board Report.)

4. The name of Lawrence W. Kerker was omitted from the summer school list presented to the Board in March. He will be employed two weeks of the first summer term at his regular salary of $475 per month ($237.50 for one-half month).

5. One of the workshop courses which Dr. John S. McVickar was scheduled to teach the first summer term did not develop; therefore, he will be employed full time the first three weeks of the term and one-half time the last three weeks for which he will be paid a total of $725.63 ($645 in June and $80.63 in July), a saving of $241.87.

B. Replacements

1. Mr. Donald Marshall, who has just returned from military duty in Korea, will be re-employed effective September 1, 1952 as Instructor in the Department of Social Science. He will replace Mr. Charles Hammerlund. Mr. Marshall received the B.S. and M.S. degrees from Western Illinois State College. His teaching experience includes one year as Graduate Assistant, Western Laboratory School; one year, Principal of Maquon Grade School; one summer term and part of fall quarter, 1950, Instructor of Social Science, Western Illinois State College. His salary will be $420.00 per month.

C. Promotions in Rank

The following persons are recommended by the Salary Schedules and Retirement Committee and the President of the College for promotion in academid rank, effective September 1, 1952:

1. From Associate Professor to Professor

a. Chester W. Bennett, Ph. D. - Chemistry
b. Clifford A. Julstrom, Ph. D. - Music
c. Roger M. Morrow, Ph. D. - Physics
d. R. Maurice Myers, Ph. D. - Biological Science
e. Grace M. Sproull, Ph. D. - Foreign Languages

2. From Assistant Professor to Associate Professor

a. Arthur L. Fritschel, Ph. D. - Music
b. Merle E. Lundvall, Ph. D. - English
c. Jack A. Peterson, Ph. D. - Education

3. From Instructor to Assistant Professor

a. Robert L. Ferguson, M. S. plus one year of graduate work - Business Education.

b. R. S. Hampleman, A. M. plus one year of graduate work - Laboratory School.

c. Dempsey E. Reid, M. S. plus one year of graduate work - Industrial Arts.

d. Joseph J. Stipanowich, M. S. plus one year of graduate work - Mathematics.

e. Forrest I. Wanninger, M. M. plus one year of graduate work - Music.

f. Arnold Wendt, M. S. (Math.) and M. S. in Ed. plus one and one-third year graduate work - Mathematics.

D. (deleted)

E. Faculty list with salary schedule for the academic year of thrity-six weeks beginning September 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund.

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Professors				
Beighey, Clyde	Ph. D.	Business Educ.	$6,525.00	$6,930.00
Schleier, Louis M.	Ph. D.	Education	6,525.00	6,930.00
Tillman, Arthur G.	Ph. D.	Geography	6,525.00	6,930.00
Archer, Julian L.	Ph. D.	Education	6,255.00	6,570.00
Ayre, H. Glenn	Ph. D.	Mathematics	6,120.00	6,570.00
Thisted, M. N.	Ph. D.	Dean of Men & Education	5,985.00	6,390.00
Bennett, Mary A.	Ph. D.	Biology	5,805.00	6,210.00
Bodine, Marcy G.	Ph. D.	Social Science	5,805.00	6,210.00
Carson, Ruth	Ph. D.	Foreign Lang.	2,947.50	6,210.00
Linder, Roscoe G.	Ph. D.	Education	5,895.00	6,210.00
McVickar, John S.	Ph. D.	Agriculture	5,805.00	6,210.00
Shiley, Robert A.	Ph. D.	English	5,805.00	6,210.00
Bennett, Chester W.	Ph. D.	Chemistry	5,445.00	5,850.00
Morrow, Roger M.	Ph. D.	Physics	5,580.00	5,850.00
Myers, R. Maurice	Ph. D.	Biology	5,400.00	5,670.00
Sproull, Grace	Ph. D.	For. Language	5,355.00	5,670.00
Julstrom, Clifford	Ph. D.	Music	5,175.00	5,490.00

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Associate Professors				
Bailey, Dwight L.	A. M.	Education	5,625.00	5,760.00
Eller, Walter H.	M. S.	Physics	5,535.00	5,760.00
Hanson, Raymond W.	M. Ed.	Physical Educ.	5,625.00	5,760.00
Schory, Harold F.	A. M.	English	5,445.00	5,760.00
Wetzel, Wayne	M. S.	Industrial Arts	5,625.00	5,760.00
Pease, Kent	Ed. D.	English	5,265.00	5,580.00
Pottle, Theodora	A. M.	Art	5,355.00	5,580.00
Whitehead, Frances	Ph. D.	Business Educa.	5,355.00	5,580.00
Brophy, Kathleen J.	Ph. D.	Physical Educ.	5,175.00	5,400.00
Goode, Kenneth H.	Ph. D.	Chemistry	5,085.00	5,400.00
Stull, Harriet C.	Ph. D.	Social Science	5,130.00	5,400.00
Turner, C. Adam	Ed. D.	Education	5,040.00	5,400.00
Covert, Warren O.	Ph. D.	Education	4,950.00	5,220.00
Glasow, Ogden L.	Ph. D.	Education	4,950.00	5,220.00
Olsen, Arthur R.	Ed. D.	Social Science	4,860.00	5,220.00
Croll, H. William	Ph. D.	Biology	4,680.00	5,040.00
Fritschel, Arthur L.	Ph. D.	Music	2,407.50	5,040.00
Lundvall, Merle E.	Ph. D.	English	4,500.00	4,860.00
Peterson, Jack A.	Ph. D.	Education	4,500.00	4,860.00
Assistant Professors				
Horrabin, H. Waldo	M. S.	Chem. & Lab. Schl.	5,085.00	
Miner, Sarah	M. S.	Home Economics	5,175.00	5,490.00
Swofford, Lyndal	M. S.	Library	5,175.00	5,490.00
Ave, Harold C.	A. M.	Health &Asst. Dean of Men	5,040.00	
Burke, Marjorie	A. M.	Lab. School	4,995.00	
Sallee, Roy M.	M. S.	Biology	5,040.00	
Scott, Elna	A. M.	Lab. School	5,040.00	
Donley, Margaret	A. M.	Lab. School	4,950.00	
Evans, Cecile	A. M.	Library	4,950.00	
Garner, C. Wix	A. M.	Phys. Educ.	4,950.00	
Miller, Rayman	A. M.	Industrial Arts	4,950.00	
Pence, Helen	A. M.	Lab. School	4,950.00	
Ray, Ethel	A. M.	Education	4,950.00	
Roberts, Alvin B.	A. M.	Visual Educ.	4,770.00	
Terrill, Jennette N.	Ph. M.	Lab. School	4,950.00	
Bonham, Tressie	A. M.	Home Econ.	4,950.00	4,950.00
Conn, Kenneth E.	A. M.	Chemistry	4,680.00	4,950.00
Harley, R. Bruce	Ph. D.	Social Science	4,860.00	4,950.00
Hoover, Isabel	A. M.	English - L. S.	4,860.00	4,950.00

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Assistant Professors (continued)				
Langemo, Amanda	A. M.	English	4,815.00	4,950.00
Mitchell, Beulah	A. M.	Lab. School	4,860.00	4,950.00
Potter, Olive	A. M.	Phys. Education	4,950.00	4,950.00
Reynolds, Juna	A. M.	English	4,860.00	4,950.00
Robinson, Lauretta J.	A. M.	Lab. School	4,815.00	4,950.00
Schannenk, Margaret	A. M.	Lab. School	4,860.00	4,950.00
Sollars, Velna	M. S.	Business Educ.	4,860.00	4,950.00
Swain, Paul B.	A. M.	Lab. School (Art)	4,770.00	4,950.00
Vawter, Gladys O.	A. M.	English	4,860.00	4,950.00
Voss, Hertha	A. M.	Bus. Ed. & Registrar	4,860.00	4,950.00
Wardell, Margaret	A. M.	Library	4,680.00	4,950.00
Young, Bernard J.	M. S.	Lab. School	2,385.00	4,950.00
Blackford, Paul W.	Ph. D.	English	4,500.00	4,770.00
Mulder, George W.	A. M.	Music	4,500.00	4,770.00
Neeley, Nancy, D.	A. M.	L. S. (Home Ec.)	4,500.00	2,385.00
Thistlethwaite, Robert L.	Ph. D.	Business Educ.	4,500.00	4,770.00
Taylor, Loren E.	A. M.	Mathematics	4,500.00	4,770.00
Wilkinson, Geo. E.	A. M.	Education		4,770.00
Ferguson, Robert	M. S.	Business Educ.	4,275.00	4,590.00
Fite, Olive L.	A. M.	English	4,365.00	2,295.00
Hampleman, R. S.	A. M.	Lab. School	4,275.00	4,590.00
Hicken, Victor H.	A. M.	Social Science	4,275.00	4,590.00
Jones, Reece A.	M. S.	Geography	4,275.00	4,590.00
Neu, Lucille	A. M.	Library	4,275.00	4,590.00
Reid, Dempsey, E.	M. S.	Industrial Arts	4,275.00	4,590.00
Stipanowich, Joseph J.	M. S.	Mathematics	4,275.00	2,295.00
Van Etten, Leslie J.	M. S.	Agriculture	4,275.00	4,590.00
Wanninger, Forrest I.	M. M.	Music	2,137.50	4,590.00
Wendt, Arnold	M. S.	Mathematics	2,350.00 (5)	4,590.00
Schormann, Marguerite Tupper	M. S.	Library	4,050.00	4,230.00
Instructors				
*DiFrancesca, Vincent	B. S.	Physical Educ.	4,500.00	
Gould, A. Oren	M. M.	L. S. (Music)	4,500.00	
Abbot, Richard R.	M. S.	Health	4,230.00	4,500.00
Clow, Robert J.	M. S.	Physical Educ.	4,275.00	4,500.00
*Dufelmeier, Arthur	B. S.	Physical Educ.	4,275.00	4,500.00
Hulett, Florence M	M. Ed.	L. S. (Phy. Ed.)	4,275.00	4,500.00
Kerker, Lawrence W.	A. M.	L. S. (Phys. Ed.)	4,275.00	2,250.00
Morley, Leroy	A. M.	Physical Educ.	4,275.00	4,500.00
Robinson, Loren K.	M. S.	Agriculture	Military Leave	

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Instructors (continued)				
Sebree, June L.	M. S.	Physical Educ.	4,275.00	2,250.00
Blyler, Dorothea	M. M.	Music	4,005.00	4,320.00
Rice, E. L.	M. S.	Agriculture	2,185.00 (4-¾)	4,320.00
Carter, William L.	A. M.	Lab. School	3,825.00	4,140.00
** Warner, Wilma	M. S.	Home Econ.	3,915.00	4,140.00
Schinneller, James	A. M.	L. S. (Art)	3,825.00	
Griesenbrock, Herman	A. M.	Industrial Arts	3,735.00	3,960.00
Johnson, Martha L.	A. M.	Library	3,600.00	3,960.00
Lucatsky, Mendel	A. M.	L. S.(Music)	3,780.00	3,960.00
McNeill, Dorothy	M. S.	L. S. (Phys. Ed.)	3,780.00	
Mussatto, Harry	M. S.	L. S. (Phys. Ed.)	3,600.00	3,960.00
Potter, George	M. S.	Business Educ.	3,600.00	3,960.00
Schormann, Victor	M. S.	Library	3,600.00	3,960.00
Sockler, Harry	M. S.	L. S. (Phys. Ed)	3,600.00	3,960.00
Spicer, Harold O.	A. M.	English	3,780.00	3,960.00
_____	_____	L. S. (Grade 1)		3,960.00
_____	_____	Mathematics		3,960.00
Marshall, Don	M. S.	Social Science		3,780.00
_____	_____	Library		3,780.00
_____	_____	L. S. (Library)		3,780.00
_____	_____	English		3,780.00
_____	_____	L. S. (Phys. Ed.)		3,780.00
_____	_____	Physical Educ.		3,780.00
_____	_____	L. S. (Home Ec.)		3,780.00
Beatty, Donald E.	M. S.	Audio-Visual	1,350.00	3,600.00
Marzuki, James E.		L. S. (Art)		3,600.00
Faculty Assistants				
_____	_____	L. S. (Kindergarten)		900.00
_____	_____	Biology		900.00
_____	_____	Chemistry		900.00
				572,625.00

* Have equivalent to M. S.; will receive degrees by July 1952.

** Plus $40 maintenance

II. OTHER SCHOOL EMPLOYEES

A. Replacements

1. Mrs. Marie L. Horrell was employed effective April 1, 1952 as Cook I at a salary of $154 plus $10 maintenance per month. She

filled the vacancy at Caroline Grote Hall created by the resignation of Shirley Zimmerman effective March 31.

2. Mr. Donald Shryack was employed effective April 1, 1952 as Groundsman at $200 per month. This is a temporary appointment for six months.

3. Mr. O. T. Smith will be employed as Groundsman at $200 per month for six months beginning May 1, 1952. This is a temporary appointment.

B. Adjustment in Salary

1. Arthur Hudson, Student Worker, was increased from $75 plus $30 maintenance to $110 plus $30 maintenance effective March 1. It was necessary to assign him additional duties at Caroline Grote Hall, due to illness of regular staff, for the spring quarter.

C. Promotion in Rank

1. Dr. William E. Lipsey, Dean of the college, is recommended by the Salary Schedules and Retirement Committee and the President for promotion from Assistant Professor to Associate Professor effective July 1, 1952. Dean Lipsey received the Ed.D. degree from Northwestern University.

D. Administrative personnel for 1952-53 for twelve months beginning July 1, 1952 to be paid from the appropriation for Personal Services, General Revenue Fund:

Name	Degree	Classification	Salary 1951-52	Salary 1952-53
Beu, Frank A.	Ph. D.	President	$12,000.00	
Carlson, R. J.	M. D.	Professor		7,100.00 (10)
(College Physician and U. R. S. Medical Examiner)				
Roberts, John C.	Ed. D.	Assoc. Prof.	7,200.00	7,680.00
(Director of Training and Placement)				
Laflin, G. Allan	A. M.	Asst. Prof.	6,900.00	7,320.00
(Director of Public Relations)				
Grigsby, James M.	B. Ed.	Ex. Asst. in	6,600.00	7,200.00
(Business Manager)		Ed. & Adm.		
Lipsey, William E.	Ed. D.	Assoc. Prof.	5,512.50(10½)	7,200.00
(Dean of the College)				
Zimmerman, Ruth L.	Ph. D.	Assoc. Prof.	6,600.00	6,960.00
(Dean of Women)				
Shake, W. K.	M. S.	Ex. Asst. in		
(Asst. Business Mgr.)		Ed. & Adm.	6,120.00	6,600.00
Crum, Mary E.		Ex. Asst. in		
(Secretary to President)		Ed. & Adm.	4,320.00	4,800.00
			Total	66,860.00

E. Emeriti faculty for 1952-53 for twelve months beginning July 1, 1952 to be paid from the appropriation for Personal Services, General Revenue Fund:

Name	Degree	Department	Salary 1951-52	Salary 1952 -53
Corbin, Mabel	M. S.	English	$2,100.00	$2,100.00
Gayler, George	A. B.	Extension	2,100.00	2,100.00
Total				4,200.00

F. (deleted)

G. (deleted)

H. Affiliated schools faculty list for the regular term of thirty-six weeks beginning September 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund:

Estimated pay roll for nine months. . $6,000.00

It is impossible to present the names of these teachers at this time since faculties for affiliated schools have not been elected.

I. List of substitute teachers to be employed when needed at the rate of $12.00 per day.

Mrs. Eleanor Gingerich, B.Ed.
Mrs. Herman Griesenbrock, A.B.
Mrs. Dorothy Grigsby, B.Ed.
Mrs. Elsie Hampleman, B.Ed.
Mrs. Katherine Higgins, B.Ed.
Mr. Donald Jording, B.S.
Mrs. Martha King, B.Ed.
Mrs. Chester Kowal, B.Ed.
Mr. John Mercer, M.S.
Mrs. Rayman Miller, Equivalent to B.Ed.
Mrs. Darwin McClure, B.S.
Mrs. Jean Morrow, M.S.
Mrs. Albert Nail, B.Ed.
Mrs. Robert V. Nelson, B.Ed.
Mrs. Frances Roberts, M.S.
Mrs. Joseph Stipanowich, B.Ed.
Mrs. Wallace Walker, A.B.
Mrs. T. J. Young, B.Ed.

J. Following is a list of faculty members and employees who will be on the retired list (University Retirement System) as of September 1, 1952:

Champion, O. L.
Crain, Bessie
Currens, Fred H.
DeCamp, W. E.
Garwood, Irving
Henry, Margaret J.
Kirkbride, Chester
Lemmer, Guy
Moon, Marion
Morgan, W. P.
Schuppert, W. L.
Simpkins, Rupert R.
Stookey, Ray
Straight, M. K.
Strome, Alberta
Thompson, Katharine
Waggoner, H.D.
Wear, Roscoe

III. SUMMARY

The approval of the Teachers College Board is requested for the following recommendations:

A. Leave of absence without salary for Miss Margaret Wardell for the first summer term 1952.

B. Employment of Mrs. Katharine Higgins as Faculty Assistant in the Library for the first summer term 1952 at $300 per month.

C. Employment of Dr. A. R. Schwarz as Instructor in the Department of Education for the first summer term 1952 at $450 per month.

D. Employment of Lawrence W. Kerker, Instructor in the Laboratory School, for two weeks in June at $237.50.

E. Employment of Dr. John S. McVickar, Professor in the Department of Agriculture, for full time the first three weeks of first summer term 1952 and for one-half time the last three weeks at a total of $725.63.

F. Employment of Mr. Donald Marshall as Instructor in the Department of Social Science effective September 1, 1952 at $420 per month.

G. Promotion in academic rank from Associate Professor to Professor effective September 1, 1952 for Dr. Chester W. Bennett, Dr. Clifford A. Julstrom, Dr. Roger M. Morrow, Dr. R. Maurice Myers, and Dr. Grace M. Sproull.

H. Promotion in academic rank from Assistant Professor to Associate Professor effective September 1, 1952 for Dr. Arthur L. Fritschel, Dr. Merle E. Lundvall, Dr. Jack A. Peterson.

I. Promotion in academic rank from Instructor to Assistant Professor effective September 1, 1952 for Mr. Robert L. Ferguson, Mr. R. W. Hampleman, Mr. Dempsey E. Reid, Mr. Joseph J. Stipanowich, Mr. Forrest I. Wanninger, and Mr. Arnold Wendt.

J. (Deleted)

K. Faculty list with salary schedule for the academic year of thirty-six weeks beginning September 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund.

L. Employment of Mrs. Marie L. Horrell as Cook I effective April 1, 1952 at $154 plus $10 maintenance per month.

M. Employment of Mr. Donald Shryack as Groundsman for six months beginning April 1, 1952 at $200 per month.

N. Employment of Mr. O. T. Smith as Groundsman for six months beginning May 1, 1952 at $200 per month.

O. Increase in salary for Arthur Hudson, Student Worker, from $75 plus $30 maintenance to $110 plus $30 maintenance effective March 1, 1952.

P. Promotion in academic rank from Assistant Professor to Associate Professor effective July 1, 1952 for Dr. William E. Lipsey.

Q. Administrative personnel with salary schedule for twelve months, beginning July 1, 1952 to be paid from Personal Services, General Revenue Fund.

R. Emeriti faculty with salary schedule for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund.

S. (deleted)

T. (deleted)

U. List of substitute teachers to be employed when needed at the rate of $12.00 per day.

Respectfully submitted,

F. A. BEU,
President

Report of
NORTHERN ILLINOIS STATE TEACHERS COLLEGE
for the
Teachers College Board Meeting at Springfield
April 21, 1952

FACULTY

1. Advanced Degrees

It is now "Dr." Wilma Miller and "Dr." Wallace Wesley, both of the Department of Physical Education for Women. Both degrees were earned at the University of Indiana.

2. Resignation

Dr. Cleo Casady, associate professor, Department of Business Education, to accept a position at the University of Iowa. Dr. Casady's resignation is effective at the close of the spring quarter, 1952, terminating his first year at Northern.

3. Replacement - Summer Session Only

Mrs. Charlotte Whittaker, assistant professor, to teach graduate courses in English at a salary of $500 per month for the summer session. Mrs. Whittaker has her master's degree from the State University of Iowa and has done further graduate work at Northwestern University and Breadloaf School of English, equal to approximately two years' work. She is an experienced teacher both on the college and high school levels. She is a member of the Evanston Township High School faculty where she has taught in their "New School" for the past several years. She is a specialist in teaching English and social studies organized as a core curriculum. Mrs. Whittaker has been employed at Northern previously - both in the English Department and as director of Williston Hall during one summer session. She will replace Mrs. Helen Rand Miller who taught courses in English during the summer of 1951.

4. Return From Leaves of Absence

The following faculty members have been on leave during the college year 1951-1952 and plan to return to their duties as follows:

Mr. Loren T. Caldwell, associate professor, acting head, Department of Earth Science, on leave at half salary - return for the summer session, 1952.

Mr. James Meldrum, assistant professor, Department of Social Sciences, on leave at half salary, return for the Autumn Quarter, 1952.

Mr. Paul Prior, instructor, Department of Biological Sciences, on leave without salary, return for the Autumn Quarter, 1952. (Recommendation for promotion to assistant professor listed elsewhere in this report.)

Miss Velma Reilly, assistant professor, supervising teacher, McMurry Laboratory School, on leave without pay (Fulbright Grant) return Autumn Quarter, 1952.

5. Leaves of Absence Without Salary

Miss Martha Schreiner, assistant professor, Department of Foreign Language, who was away during the year of 1951-1952 at half salary, has requested an extension of her leave - without salary - for the year 1952-1953 in order to complete the work for her doctorate at the University of Paris.

Mrs. Catherine Wilkening, faculty assistant, Department of Physical Education for Women, who was away during the year 1951-1952 without salary, has requested an extension of her leave - without salary - for the year 1952-1953. Mrs. Wilkening now has earned her master's degree and is qualified for an instructor's rating. She wishes to continue her work and hopes to complete all the course work on her doctorate during the coming year.

6. Re-appointments on a Temporary Basis

Mr. Herbert Baird, instructor, Department of Foreign Language, for the year 1952-1953, replacing Miss Martha Schreiner who will be on leave. Mr. Baird served in this capacity during 1951-1952 and will be listed with the faculty payroll for 1952-1953 elsewhere in this report.

Miss Elizabeth Van Horn, instructor, Department of Physical Education for Women, for the year 1952-1953, replacing Mrs. Catherine Wilkening who will be on leave. Miss Van Horn served in this capacity during 1951-1952 and will be listed with the faculty payroll for 1952-1953 elsewhere in this report.

7. Faculty Member Not Returning

Miss Shirley Dailey, instructor, supervising teacher at McMurry Laboratory School, who was replacing Miss Velma Reilly, will not return for the autumn. This was a temporary appointment during Miss Reilly's leave of absence.

8. Leaves of Absence at Half Salary for 1952-1953

Upon the recommendation of a committee of the Administrative Council, approved by the Council, we should like to recommend the following for leaves of absence at half salary for the year 1952-1953. All of these persons have satisfied the requirements for leaves and plan to continue their graduate work.

Mr. Charles Baker, instructor, Department of Music
Miss Emily Burton, assistant professor, McMurry Laboratory School
Mr. William Froom, instructor, Public Relations
Mr. Thomas Janeway, assistant professor, Department of Biological Sciences
Mr. Martin Reinemann, assistant professor, Department of Earth Science
Mr. Charles Rohde, assistant professor, Department of Biological Sciences
Mr. Donald Roos, instructor, Department of Social Sciences
Miss Bernice Roth, instructor, Department of Education
Mr. John J. Twombly, assistant professor, Department of Social Sciences

As a matter of information for the Board, the following faculty members who requested leaves of absence at half salary, were unable to have their requests granted because the size of the college made it necessary to limit the number of persons on sabbatical leave to twelve for the biennium.

Miss Dorothy Lucke, instructor, Department of Home Economics
Miss Charlotte Post, instructor, Library

9. Change of Status

a) Upon the recommendation of the Administrative Council which I approved, we should like to submit for approval the change of status for faculty members as follows:

From Associate Professor to Professor

Dr. Harold Aikins, Department of Social Science
Dr. Wendell Lindbeck, Department of Physical Science
Dr. Lewis McFarland, Department of Speech
Dr. Margaret Wood, Department of Speech

From Assistant Professor to Associate Professor

Miss Florence Adolph, Department of Home Economics
(See page on "Promotions")
Dr. Roderick Kohler, Department of Industrial Arts
Miss Marguerite O'Brien, Department of Education
(See page on "Promotions")
Dr. Wallace Wesley, Department of Physical Education for Women

From Instructor to Assistant Professor

Mr. Eugene James, Department of English
Mr. Paul Prior, Department of Biological Science

The following if they have earned 30 semester hours of credit beyond the master's degree by September, as is anticipated:

Mr. Charles Baker, Department of Music
Mr. William P. Froom, Public Relations
Miss Alice Johnson, Library
Mr. Robert Kahler, Department of Physical Education for Men
Mr. John Sohne, Department of Physical Education for Men
Mr. Reynolds Whitney, Department of Music

b) Upon the recommendation of the Administrative Council which I approved, we should like to submit for approval the appointment of Dr. George Terwilliger as head of the Department of Biological Science, beginning in September, 1952, upon the retirement of Dr. Charles E. Montgomery. Dr. Terwilliger has served as faculty member in the department since 1925 and is exceptionally well qualified for this position.

Promotions

Miss Florence Adolph

Miss Florence Adolph is recommended for promotion from Assistant to Associate Professor. She has been on the staff five years, has been acting head of the Home Economics Department the last three years. She taught five years in high school, four years as Assistant Professor at Pennsylvania State College, and seven years at Iowa State College where she held the rank of Associate Professor before she came to Northern. Her former employers indicate her work was highly satisfactory.

When Miss Adolph was employed at Northern, she was given to understand she would be eligible for the rank of Associate Professor when she completed ninety semester hours of graduate work. This was done during the summer of 1951. Her education consists of a bachelor's degree from Rockford College, a master's degree from Teachers College, Columbia University, and over sixty semester hours, chiefly from Iowa State College.

Miss Adolph is an excellent teacher. Her enthusiasm for teaching and pleasant personality appeal to students. Students indicate they like her and respect her for holding them to a high standard of achievement. She supervises all home economics student teachers. Dr. Max Huebner, director of student teaching, says these students are especially well prepared for their student teaching and that Miss Adolph's methods of supervising them are very effective. She has worked out an improved instrument for evaluating the student teacher's work which Dr. Huebner also praises.

Under Miss Adolph's leadership of the department, a workshop for teachers in the area has been organized each summer. The department at present is now working on a revision of the home economics curriculum to strengthen certain parts of the program consistent with recent trends. She carries out her administrative duties promptly and efficiently. In addition, several public schools have called upon her for help as a consultant.

Recently, a letter from Miss Hodgen, Chief of Home Economics Education, Board of Vocational Education, wrote us praising Miss Adolph's contribution on the program of a state meeting. Miss Adolph held office and participated in the programs of national, state, and regional organizations of teachers in her field.

Miss Adolph's colleagues on the faculty respect her. They elected her to serve on the Administrative Council as representative-at-large this year. She now is secretary of the Council.

Her spirit of co-operation with the administration, department heads, and public school personnel is excellent. She has, on occasion voluntarily carried an extra teaching load in order to avoid overloading other members of her department or cutting out a needed class. It is easy to work with her - she respects the point of view of another even though she may not agree with it.

Miss Marguerite O'Brien

Miss Marguerite O'Brien is recommended for promotion from Assistant to Associate Professor. She has her master's degree from Northwestern University and has completed 90 semester hours of graduate work at that university, the University of Chicago, and the University of Illinois. Her specialty is elementary education with particular emphasis in the field of reading. Through

the years on our staff, she made it a point to study reading under Professors Witty of Northwestern and Gray of Chicago. Miss O'Brien taught third grade in the campus laboratory school for sixteen years. The past two years she has taught on the college level as a member of the Education Department.

During the time Miss O'Brien taught in the laboratory school, Dr. Stuart Fink, principal, rated her consistently as an outstanding supervisory teacher. Her teaching in the Education Department was equally good, according to both Mr. O. E. Peterson and Dr. Donald Berger. Her enthusiasm and inspiration, it is believed, have attracted young women to major in elementary education. At registration, students seek to enroll in her classes and express disappointment when they are filled. She is able to take her students into the laboratory school and show them "how it is done."

Her work with in-service teachers has been noteworthy. We have received letters from superintendents, commending her for the help she has given their teachers in extension courses. Other letters have come, specifically asking that Miss O'Brien be assigned to teach their extension course. She has also been successful working as a consultant and appears frequently on county institute programs.

Miss O'Brien has a great deal of energy and enthusiasm which she devotes generously to professional work. This year she has given or is scheduled to give, 18 lectures to P.T A. and Mothers' Club groups in eight different cities. She is one of the few women faculty members who is willing to teach extension classes, even though it requires driving many miles at night. Currently, she teaches a class at Galena. Her willingness to co-operate is exceptional and her loyalty to the college and profession is remarkable. She commands the respect of many in-service teachers in this area.

On campus, she is faculty advisor to the local chapter of the Association for Childhood Education and Kappa Delta Pi, an honorary education fraternity. Several summers she has organized the annual P.T.A. workshop, which task she performs efficiently and well. She attends professional meetings and has been active in the state Association for Childhood Education.

10. (deleted)

11. We wish to present for approval the faculty and administrative payrolls for 1952-1953. These payrolls and the promotions in rank, as well as the changes in status, have all been approved by the Administrative Council.

Faculty Payrolls for 1952-1953 -- Nine Months

Personal Services

Professors	Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1953
Gabel, O. J.	Ph. D.	Education	6390	6570
Gould, H. W.	Ph. D. *	Physical Science	6390	6570
Jameson, Hugh	Ph. D. *	Social Science	6390	6570
Hellmich, Eugene	Ph. D. *	Mathematics	6390	6570
Howell, Charles E.	Ph. D.	Social Science	6300	6480
Bellis, Bertha M.	Ph. D.	Supervising Teacher	6165	6345
Connor, J. Hal	M. A. *&	English	6165	6345
Hayter, Earl W.	Ph. D.	Social Science	6165	6345
O'Connell, William V.	Ed. D. *	Speech	6165	6345
Cobb, Lillian	Ph. D. *	Foreign Language	6030	6210
Geigle, Francis R. (2)	Ph. D. *	Business Education	5580	6120
Yauch, Wilbur A. (2)	Ed. D. *	Education	6030	6120
Lloyd, John	Ed. D.	Social Science	5760	5940
Terwilliger, George	Ed. D. *&&	Biological Science	5760	5940
Uhland, Maude	Ph. D.	English	5715	5895
Williams, Esther	Ed. D.	Education	5670	5850
Crawford, Paul	Ph. D.	Speech	5625	5805
Taylor, E. Ruth	Ph. D.	English	5490	5670
Rolf, Frederick	Ph. D.	Physical Science	5490	5670
Aikins, Harold E.	Ph. D. **	Social Science	5445	5625
Lindbeck, Wendell	Ph. D. **	Physical Science	5355	5535
McFarland, Lewis	Ph. D. **	Speech	4905	5085
Wood, Margaret	Ph. D. **	Speech	4905	5085

& Has been classified as professor for many years. Has 3 years' graduate work

** Recommended for promotion from associate to full professor

* Head of department

&& Recommended for head of department

() Number of years served by those who have not achieved tenure

Faculty Payrolls for 1952-1953 -- Nine Months

Personal Services

Associate Professors	Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1953
Caldwell, Loren T.	M. A. *	Earth Science	2812.50 L	
Harrison, Paul	M. A.	Industrial Arts	5580 **	5760 **
Oakland, Milo T.	M. A. *	Industrial Arts	5580 **	5760 **
Evans, George	M. A. *	Physical Education	5535 %	5715 %
Anderson, Miriam	M. A. *	Physical Education	5490	5670
Appell, Carl H.	M. A.	Physical Education	5400	5580
Hayes, M. C.	Ph. D.	Education	5400	5580
Anderson, Alma	M. A. *	Fine Arts	5355	5535
Volberding, Eleanor (3)	Ph. D.	Education	5265	5445
Coar, Birchard	Mus. D.	Music	5220	5400
Hardgrove, Mrs. Clarence Ethel (3)	Ph. D.	Mathematics	4860	5220
McGeoch, Dorothy M. (2)	Ed. D.	Education	5040	5220
Pichard, Willis (3)	Ph. D.	Mathematics	5040	5220
Plichta, Phyllis	Ph. D.	Education	4995	5220
Burrell, Blanche	M. A.	Supervising Teacher	4995	5175
Hanby, Bernadine C.	M. L. S.	Head Librarian	4995 * * *	5175 ***
Miner, Wallace B.	M. S.	Physical Science	4950	5130
Marquis, George (2)	Ph. D. *	Music	4950	5130
Anglin, Eleanor (2)	Ph. D.	Supervising Teacher	4950	5130
House, Forest W. (2)	Ph. D.	Business Education	4950	5130
Ringness, T. A. (2)	Ph. D.	Education	4950	5130
Johnson, Eino (2)	Ph. D.	Education	4950	5130
Wesley, Wallace	Ph. D. &	Physical Education	4905	5085
Adolph, Florence	M. A. * &	Home Economics	4860	5040
O'Brien, Marguerite	M. A. &	Education	4860	5040
Kohler, Roderick	Ph. D. &	Industrial Arts	4320	4860

*** To be extended at regular monthly rate for 11 months

** To be extended at the regular monthly rate for 12 months when employed for summer school - - otherwise, 10 months at regular monthly rate

* Head of department (Caldwell and Adolph, acting head)

& Recommended for promotion from assistant to associate professor

% Employed for 9-1/2 months at regular monthly rate

( ) Number of years served by those who have not achieved tenure

L On leave at half salary

TEACHERS COLLEGE BOARD

Faculty Payrolls for 1952-1953 -- Nine Months

Personal Services

Assistant Professors		Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1953
Secrest, Lawrence		M. S.	Industrial Arts	4860 * *	
Pepinsky, Minerva		M. A.	Supervising Teacher	4905	
Edel, Edward F.		M. S.	Industrial Arts	4860	4950
McKinzie, Ralph		M. A.	Physical Education	4860 *	4950 *
Rohde, Charles		M. S.	Biological Science	4860	2475 L
Smith, Wilbur		B. Mus. Ed. %	Music	4860	4950
Seed, Mary Jane		M. A.	Home Economics	4815	4950
Burton, Emily		M. A.	Supervising Teacher	4770	2475 L
Hall, Homer		M. A.	Education	4770	4950
Hill, Wilma		M. A.	Fine Arts	4770	4950
Kent, Frederick	(3)	Ph. D.	Social Science	4770	4950
King, Annie		M. A.	Supervising Teacher	4770	4950
Stelford, Norma		M. A.	Mathematics	4770	4950
Stensland, Minnie D.		M. A.	Music	4770	4950
Wiggert, Elsie		M. A.	Fine Arts	4770	4950
Grant, Eugene	(3)	D. Ed.	Education	4680	4860
Feyerherm, Harvey	(3)	Ph. D.	Biological Science	4680	4860
Meldrum, James		M. A.	Social Science	2340 L	4860
Schreiner, Martha		M. A.	Foreign Language	2340 L	Lx
Trager, Lela		M. A.	Physical Education	4680	4860
Westbrook, May		M. A.	Home Economics	4680	4860
Weed, Frederic	(3)	Ph. D.	Social Science	4635	4860
Clark, George	(3)	Ph. D.	English	4590	4860
Bower, John E.	(2)	Ph. D.	Physical Science	4590	4770
Feltman, Irene	(3)	M. A.	Education	4545	4725
Martin, James	(3)	Ph. D.	Social Science	4545	4725
Bloomster, A. Maurine		M. A.	Supervising Teacher	4500	4680
Small, B. Mae		M. A.	English	4500	4680
Carper, Virginia		M. A.	Supervising Teacher	4500	4680
McCoy, Mary E.	(3)	M. A.	Physical Education	4500	4680
Miller, Wilma	(3)	Ph. D.	Physical Education	4500	4680
Reilly, Velma		M. A.	Supervising Teacher	Lx	4680
Stevens, George	(3)	M. S.	Earth Science	4500	4680
Leavitt, Howard	(2)	M. A.	Student Teaching	4410	4680
Walker, Katherine		M. L. S.	Library	4455 &	4635 &

( ) Number of years served by those who have not achieved tenure
* To be extended at regular monthly rate for 9-1/2 months
** On 12 months basis extended at the regular monthly rate when employed for summer school - otherwise, employed 10 months at regular monthly rate
L Leave on half salary
Lx Leave without salary
x Recommended for promotion from instructor to assistant professor providing 30 semester hours have been added beyond the master's degree by September
& To be extended at the regular monthly rate for 11 months
% Equivalent to master's degree

Faculty Payrolls for 1952-1953 -- Nine Months

Personal Services

Assistant Professors		Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1953
Anderson, Rodney		M. S.	Mathematics	4410	4590
Janeway, Thomas		M. S.	Biological Science	4410	2295 L
Rigney, Carl J.	(2)	Ph. D.	Physical Science	4410	4590
Baker, Charles		M. Mus.	Music	4320	2250 L x
Beard, Jesse	(3)	M. A.	Supervising Teacher	4320	4500
Sohne, John		M. S.	Physical Education	4320 *	4500 * x
Kahler, Robert		M. A.	Physical Education	4320 *	4500 * x
Levardsen, Norman	(2)	Ph. D.	Biological Science	4320	4500
Reinemann, Martin		M. S.	Earth Science	4320	2250 L
Twombly, John J.		M. A.	Social Science	4320	2250 L
Whitney, Reynolds		M. A.	Music	4320	4500 x
Winn, Jerome		M. A.	Physical Education	4320	4500
Park, Esther		M. L. S.	Library	4140 &	4320 &
Johnson, Alice		B. L. S.	Library	4095 &	4275 &x
Morris, Robert	(3)	M. A.	Music	4095	4275
James, Eugene		M. A.	English	4095	4275 &&
Canon, Charles		M. A.	Fine Arts	4050	4230
Prior, Paul		M. S.	Biological Science	Lx	4185 &&

( ) Number of years served by those who have not achieved tenure

* To be extended at regular monthly rate for 9-1/2 months

** On 12 months basis extended at the regular monthly rate when employed for summer school - otherwise, employed 10 months at regular monthly rate

L Leave at half salary

Lx Leave without salary

x Recommended for promotion from instructor to assistant professor providing 30 semester hours have been added beyond the master's degree by September

& To be extended at the regular monthly rate for 11 months

&& Recommended for promotion from instructor to assistant professor

TEACHERS COLLEGE BOARD

Faculty Payrolls for 1952-1953 -- Nine Months

Personal Services

Instructors		Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1953
Garretson, Homer		M. Mus.	Music	4320	4500
Hertz, Gilman	(3)	M. A.	Physical Education	4320 *	4500 *
Roos, Donald		M. S.	Social Science	4320	2250 L
Smelzer, Arlene	(3)	M. A.	Supervising Teacher	4275	4455
Swynehardt, Mary B.		M. A.	Supervising Teacher	4230	4410
King, Voris	(2)	M.S.	Earth Science	4140	4320
Lucke, Dorothy		M. A.	Home Economics	4140	4320
Wehling, Helen		M. Sc.	Home Economics	4140	4320
Roth, Bernice		M. A.	Education	4140	2160 L
Keefer, Richard		M. A.	English	4095	4275
Millis, George	(3)	M. A.	Supervising Teacher	4095	4275
Cherhavy, Irene	(3)	M. A.	Speech	4050	4230
Post, Charlotte		B. L. S. %	Library	4005 &	4185 &
Weedman, Alda	(2)	M. A.	Supervising Teacher	4005	4185
LaBaw, Nye	(3)	M. A.	Physical Education	3960	4140
Van Horn, Elizabeth	(2)	M. A.	Physical Education	3825 a	4005 a
Baird, Herbert L.	(2)	M. A.	Foreign Language	3780 a	3960 a
Eismann, Ruth		B. L. S. %	Library (McMurry)	3600 &	3780 &
Karr, Ila	(2)	M. A.	Library	3600	3780
Langemo, Lillian	(2)	M. A.	Library	3600	3780
Malueg, Lenore	(2)	B. L. S. %	Library	3600	3780

* To be extended at the regular monthly rate for 9-1/2 months

& To be extended at the regular monthly rate for 11 months

L Leave at half salary

a Temporary appointment

% Master's degree equivalent

( ) Number of years served by those who have not achieved tenure

Faculty Payrolls for 1952-1953 -- 12 Months

Personal Services

Faculty Assistants	Academic Degree	Department	Salary Rate 1951-1952	Salary Rate 1952-1952
Gillespie, Martha	-	Tabulating I.B.M.)	4200 &	4440
Entwhistle, Maxine	B. S.	Recorder	4200 * *	4440
Niekamp, Christine	B. S., R. N.	Nurse, McMurry	4200	4440
Sellers, Vere	-	Book Store - Duplicating services	3900	4140
Shand, Betty	R. N.	Nurse, Health Clinic	3600	3840
Wilkening, Catherine	B. E.	Physical Education	LW	LW
Bell, Richard	B. S. in Educ.	Physical Science	2925 *	3150 *
Seastrom, Sarah	R. N.	Nurse, Health Clinic	2250 *	2430 *

* On 9 months' basis

* * Miss Entwhistle's salary was changed from $330 to $350 per month as of November 1, 1951

LW Leave without salary

& Mrs. Gillespie's salary was changed from $300 to $350 per month as of November 1, 1951.

Student Teaching - Off Campus, 9 Months

Sullivan, S. B.	M. A.	High School Supervisor (part-time)	1710	1710
Bluhm, Harold J.	M. A.	Part-time director, McMurry Band & Orchestra	1170	1215

TEACHERS COLLEGE BOARD

President and Administrative Officers - 1952-1953
12 Months

Personal Services

Name	Academic Degree	Payroll Title and Rank	Salary Rate 1951-1952	Salary Rate 1952-1953
Holmes, Leslie A.	Ph. D.	President, Professor	12,000	
Zulauf, Romeo M.	M. A.	Associate Professor	8,400	8,640
Dean of the Faculty				
Hainds, John R.	Ph. D.	Professor, English	8,340	8,580
Director of the Graduate School				
Keller, Otto J.	M. D.	Professor	7,920	8,160
Director of the Health Service				
Examiner, University Retirement System				
Huebner, Max S.	Ph. D.	Professor	7,620	7,860
Director of Student Teaching				
Street, W. Paul	Ph. D.	Professor	7,620	7,860
Director, Public Relations				
Executive Secretary Alumni Association				
Fink, Stuart D.	Ph. D.	Professor	7,320	7,560
Principal, McMurry Laboratory School				
Hanson, Ernest E.	M. A.	Associate Professor	7,200	7,440
Dean of Men				
Moor, Helen S.	M. A.	Associate Professor	7,020	7,260
Dean of Women				
Anderson, Emil A.		Exec. Ass't. in Educ. & Adm.	6,720	7,080
Bartels, Martin (2)	Ph. D.	Associate Professor	6,720	6,960
Director of Placement				
Clettenberg, Joseph (3)	Ph. D.	Assistant Professor	6,240	6,480
Director of Extension				
Knox, Carl (3)	M. A.	Assistant Professor	6,050 &	6,420
Assistant dean of men				
Merritt, James	Ed. D.	Assistant Professor	5,820	6,180
Assistant Director Student Teaching				
Proehl, Carl W.	M. A.	Assistant Professor	5,700	6,060
Assistant Director Student Teaching				
Froom, William P.	M. A.	Assistant Professor	5,520	3,600 L *
Assistant Director Public Relations				
Leifheit, Edith	B. E.	Exec. Ass't in Educ. & Adm.	5,400	5,640
Registrar				

L Leave at half salary for 9 months

& On 11 months' basis

* For 9-1/2 months at regular monthly rate - working one-half time

( ) Number of years served by those who have not achieved tenure

President and Administrative Officers - 1952-1953
12 Months

Personal Services

Name	Academic Degree	Payroll Title and Rank	Salary Rate 1951-1952	Salary Rate 1952-1953
Montgomery, Lisbeth Director of Food Services	B. S.	Exec. Ass't in Educ. &Adm.	5,280 B	5,520 B
Totaro, Joseph Director, Gilbert Hall	M. S.	Instructor	5,280 M	5,400 M
Lorusso, Anthony Landscape Engineer	B. S.	Exec. Ass't. in Educ. &Adm.	5,100	5,340
Frantz, Ruth (2) Health Coordinator	M. S.	Instructor	5,060 &	5,280 &
Donnelly, Eugenie (3) Director of Admissions	M. S.	Instructor	4,800	5,040
Sperling, Clara Secretary to the President	B. S.	Exec. Ass't in Educ. &Adm.	4,620	4,860
Brauel, Patricia Director of Williston Hall	M. S.	Instructor	4,560 M	4,800 M
Philpott, Gladys (4) Director of Adams Hall, North Part-time teaching (Education)	M. A.	Instructor	3,895 M %	4,085 M %
Seeger, Elizabeth (3) Assistant Director, Williston Hall	M. A.	Instructor	3,040 M %	3,325 M %
Totaro, Mrs. Nancy (1) Social Director, Gilbert Hall	M. A.	Instructor	--	1,125 M *
Cash, Isabel Assistant dean of women	M. A.	Instructor	4,860 M	2,550 &&
Adams, E. Louise	--	Emeritus	2,100	2,100

& On 11 months' basis

B Plus board

M Plus maintenance

% For 9-1/2 months at regular monthly rate

* For 9-1/2 months at regular monthly rate - working one-half time

( ) Number of years served by those who have not achieved tenure

&& Working one-half time

12. We wish to present for approval the summer session payroll for 1952.

Name	Title	June 1 Mo.	July 1 Mo.	August	Total
			New Rate		
Aikins, Harold E.	Assoc. Professor	605	625	--	1230
Anglin, Eleanor	Assoc. Professor	550	570	--	1120
Appell, Carl H.	Assoc. Professor	600	620	--	1220
Anderson, Miriam	Assoc. Professor	457.50	472.50	--	930
		(6 weeks)			
Beard, Jesse	Ass't Professor	480	500	--	980
Bell, Richard	Faculty Assistant	325	350	--	675
Bellis, Bertha	Professor	685	705	--	1390
Bower, John E.	Ass't Professor	510	530	--	1040
Bullington, Robert	Assoc. Professor	540	560	--	1100
Burrell, Blanch	Assoc. Professor	555	575	--	1130
Burton, Emily	Ass't Professor	530	550	--	1080
Caldwell, Loren T.	Assoc. Professor	625	645	--	1270
Cherhavy, Irene	Instructor	450	470	--	920
Clark, George	Ass't Professor	510	540	--	1050
Connor, J. Hal	Professor	685	705	--	1390
Crawford, Paul	Professor	625	645	--	1270
Edel, Edward F.	Ass't Professor	540	550	--	1090
Eismann, Ruth	Instructor	400	420	--	820
Evans, George	Assoc. Professor	615	635	317.50	1567.50
Feyerherm, Harvey	Ass't Professor	520	540	--	1060
Garretson, Homer	Instructor	480	500	--	980
Geigle, Francis R.	Professor	620	680	--	1300
Gould, Howard W.	Professor	710	730	--	1440
Grant, Eugene	Ass't Professor	520	540	--	1060
Hall, Homer	Ass't Professor	530	550	--	1080
Hanby, Bernadine C.	Assoc. Professor	555	575	--	1130
Hardgrove, Mrs. Clarence	Assoc. Professor	540	580	--	1120
Harrison, Paul	Assoc. Professor	620	640	640	1900
Hayes, M. C.	Assoc. Professor	600	620	--	1220
Hayter, Earl W.	Professor	685	705	--	1390
Hellmich, Eugene	Professor	710	730	--	1440
Hill, Wilma	Ass't Professor	530	550	--	1080
House, Forest W.	Assoc. Professor	550	570	--	1120
Howell, Charles E.	Professor	700	720	--	1420
Janeway, Thomas	Ass't Professor	490	510	--	1000
Jameson, Hugh	Professor	710	730	--	1440
Johnson, Eino	Assoc. Professor	550	570	--	1120
Karr, Ila	Instructor	400	420	--	820
Kent, Frederick	Ass't Professor	530	550	--	1080

Name	Title	June 1 Mo.	July 1 Mo. (New Rate)	August (New Rate)	Total
King, Voris	Instructor	460	480	--	940
Kohler, Roderick	Ass't Professor	480	540	--	1020
Langemo, Lillian	Instructor	400	420	--	820
Leavitt, Howard	Ass't Professor	490	520	--	1010
Lindbeck, Wendell	Assoc. Professor	595	615	--	1210
Lloyd, John	Professor	640	660	--	1300
McCoy, Mary	Ass't Professor	500	520	--	1020
McFarland, Lewis	Assoc. Professor	545	610	--	1155
McGeoch, Dorothy	Assoc. Professor	560	580	--	1140
McKinzie, Ralph	Ass't Professor	540	550	275	1365
Malueg, Lenore	Instructor	400	420	--	820
Marquis, George	Assoc. Professor	550	570	--	1120
Martin, James	Ass't Professor	505	525	--	1030
Messenger, Helen R.	Professor	685	705	--	1390
Miller, Wilma	Ass't Professor	500	520	--	1020
Millis, George	Instructor	455	475	--	930
Miner, Wallace	Assoc. Professor	550	570	--	1120
Montgomery, Charles E.	Professor	710	730	--	1440
Morris, Robert	Ass't Professor	455	475	--	930
Oakland, Milo T.	Assoc. Professor	620	640	640	1900
O'Brien, Marguerite	Ass't Professor	540	560	--	1100
O'Connell, William V.	Professor	685	705	--	1390
Park, Esther	Ass't Professor	460	480	--	940
Philpott, Gladys	Instructor	410	430	215	1055
Pickard, Willis	Assoc. Professor	560	580	--	1140
Plichta, Phyllis	Assoc. Professor	555	580	--	1135
Post, Charlotte	Instructor	445	465	--	910
Reinemann, Martin	Ass't Professor	480	500	--	980
Rigney, Carl	Ass't Professor	490	510	--	1000
Ringness, T. A.	Assoc. Professor	550	570	--	1120
Rohde, Charles	Ass't Professor	540	550	--	1090
Rolf, Frederick	Professor	610	630	--	1240
Roos, Donald	Instructor	480	500	--	980
Roth, Bernice	Instructor	460	480	--	940
Secrest, Lawrence	Ass't Professor	540	600	600	1740
Seeger, Elizabeth	Instructor	320	350	175	845
Small, B. Mae	Ass't Professor	500	520	--	1020
Smelser, Arlene	Instructor	475	495	--	970
Sohne, John	Instructor	480	500	250	1230
Stensland, Minnie D.	Ass't Professor	530	550	--	1080
Stevens, George	Ass't Professor	500	520	--	1020
Taylor, E. Ruth	Professor	610	630	--	1240
Terwilliger, George	Professor	640	660	--	1300

Name	Title	June 1 Mo.	New Rate July 1 Mo.	August	Total
Trager, Lela	Ass't Professor	520	540	--	1060
Twombly, John	Ass't Professor	480	500	--	980
Uhland, Maude	Professor	635	655	--	1290
Volberding, Eleanor	Assoc. Professor	585	605	--	1190
Walker, Katherine	Ass't Professor	495	515	--	1010
Weed, Frederic	Ass't Professor	515	540	--	1055
Wehling, Helen	Instructor	460	480	--	940
Wesley, Wallace	Ass't Professor	545	565	--	1110
Whittaker, Charlotte	Ass't Professor	500	500	--	1000
Wiggert, Elsie	Ass't Professor	530	550	--	1080
Winn, Jerome	Ass't Professor	480	500	--	980
Yauch, Wilbur A.	Professor	670	680	--	1350
To be supplied	Assoc. Professor Business Education	500	500	--	1000
Nurse - Health Clinic					
Seastrom, Sarah		250	270	--	520

Faculty Replacements 1952-1953

1 - Biological Science (temporary - to take the place of two staff members on leave of absence (Janeway and Rohde) 4320

1 - Director of Speech Clinic (Mrs. Marjorie Burkland resigned) 5500

1 - Fifth grade supervising teacher (Miss Burton on leave). 4500

1 - Faculty assistant in Journalism (Mr. Froom on leave) 3420

1 - Music (cello and piano) Miss Golz resigned . . 3825

1 - Music instructor in piano (Mr. Baker on leave). 4140

1 - Business Education (Dr. Casady resigned) . . . 5000

New Staff 1952-1953

1 - Assistant Professor in Business Education (present freshman class will be sophomores and a new class will enter) 4500

1 - Assistant dean of women (replacing Mrs. Cash when she leaves. Mrs. Cash works half time and a full time person is urgently needed . . . 5000

Because of lack of funds, we are not planning to replace the following persons until next year:

Miss Carol Lutey, counselor, resigned
Dr. Helen Messenger (Education) retired
Dr. Charles E. Montgomery (Biological Science) retired
Mr. Gilbert Wilson (Physical Education) resigned

OTHER SCHOOL EMPLOYEES

Non-Academic Staff - 1952-53 (deleted)

Replacements

Kathryn Ann Pavelich, Clerk-Typist I, beginning March 10 @ $175 per month, replacing Joan Olin, Clerk-Stenographer I.
Frances T. Trantham, Clerk-Typist I (temporary) beginning March 18 @ $165 per month, replacing Jeanne O'Malley, Clerk-Stenographer I.
Marilyn Mauer, Clerk-Stenographer II (temporary beginning March 17 @ $225 per month, replacing Alma Marvin.
Joan L. Byers, Switchboard Operator, beginning March 17 @ $175 per month, replacing Donna Anderson.
Helen Hawkins, Clerk-Stenographer I, (temporary) beginning March 20 @ $200 replacing Betty Baxter Kohler (on leave).

Resignations

Lorraine Cederberg, Clerk-Stenographer I, final as of March 15.
Joan Olin, Clerk-Stenographer I, final as of March 31.
Don Fleming, Janitor, final as of March 31.

Change of Status

Alma Marvin, Clerk-Stenographer II, transferred from Graduate School to Office of Dean of Women as of March I, replacing Lorraine Cederberg.
Lillian Peterson, Housekeeper, from $175 to $185 as of March 16.
Dorothy Bedick, Clerk-Stenographer I, from $180 to $200 as of March 1.
Harold E. Blake, Janitor Foreman @ $315 to Custodial Supervisor @ $340 as of March 1.

Everett W. Hayden, Senior Accountant from $303 to $340 as of March 1.
Mildred K. Krauz, Clerk-Stenographer I to Library Clerk II as of March 1.

SUMMARY. Approval is requested on the following:

1. Acceptance of the resignation of Dr. Cleo Casady as indicated.
2. Appointment of Mrs. Charlotte Whittaker to teach graduate courses in English as indicated.
3. Return to duty of faculty members on leave as listed.
4. Approval of leaves of absence without salary for Miss Martha Schreiner and Mrs. Catherine Wilkening as indicated.
5. Re-appointment of Mr. Herbert Baird and Miss Elizabeth Van Horn as indicated.
6. Approval of leaves of absence at half salary as listed.
7. Approval of the change of status for faculty members as indicated.
8. Appointment of Dr. George Terwilliger as head of the Department of Biological Science as indicated.
9. (deleted)
10. Faculty and administrative salaries for 1952-1953.
11. Summer session faculty for 1952.
12. Permission to employ replacements for staff and additional staff members as the opportunity arises.
13. (deleted)
14. Replacements for non-academic staff as listed.
15. Acceptance of resignations for non-academic staff as listed.
16. Change of status for non-academic staff as listed.

Respectfully submitted,

Leslie A. Holmes,
President

MINUTES OF MEETING OF THE TEACHERS COLLEGE BOARD

St. Nicholas Hotel
Springfield, Illinois
April 21, 1952

The regularly scheduled meeting of the Teachers College Board and the college Presidents convened at 9:00 A.M. in one of the parlors of the St. Nicholas Hotel, Springfield, Illinois. W. W. Wirtz, Chairman of the Board, presided.

Chairman Wirtz called the meeting to order, roll was taken, and the following members voted present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Mr. R. A. Stipes, Jr.
Mr. Lewis M. Walker

The following member was absent:

Dr. Lester O. Schriver

Also present were the following:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. L. A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the approval of the minutes of the meeting of March 17, 1952.

There being no corrections of or additions to the said minutes Mr. Stipes moved that the minutes of the meeting of March 17, 1952, be approved as submitted. The motion was seconded by Mr. Austin and unanimously carried.

REPORTS OF OFFICERS OF THE BOARD

Dr. Browne presented his Report No. 8 as Executive Officer and Educational Coordinator which was divided into five parts; namely, Part One - Staff Increases - December 1948 to December 1951; Part Two - Price Quotations on Chairs at DeKalb, Galveston, Nevasota (Texas), and Idaho Falls; Part Three - Survey of Need for Architectural Advice to the Teachers College Board; Part Four - Survey of Work of Central Office; Part Five - Central Office Staff and Salaries for 1952-53.

Following some discussion regarding Part One of Dr. Browne's Report No. 8 Mr. Stipes moved that the Chairman appoint a committee of two to work with Dr. Browne to plan the proper kind of press release explaining the relationship of enrollments to staff. The motion was seconded by Mr. Walker, and unanimously carried.

The Committee of two appointed by the Chairman to work with Dr. Browne consists of Mr. Bohrer and Mr. Nickell.

With regard to Part Two of Dr. Browne's Report No. 8, the matter of purchasing auditorium chairs for Northern Illinois State Teachers College was again discussed very thoroughly, and it was clearly evident, as the facts presented in this report indicate, that the charges made by the Potomac Engineering Corporation against the American Seating Company were invalid.

It was brought out in the discussion of this matter that the Board could obtain a better price on chairs if they are ordered in greater quantities, so in view of the

fact that Normal is also contemplating buying a number of chairs it was the feeling of the Board that we should certainly take advantage of a quantity price.

Mr. Puffer moved that we authorize the authorities at Illinois State Normal University and Northern Illinois State Teachers College to prepare specifications for auditorium chairs and re-advertise for such chairs for both Normal and Northern together, and thereby take advantage of a quantity price. The motion was seconded by Mr. Nickell, and unamimously carried.

With regard to Part Five of Dr. Browne's Report No. 8 Mr. Puffer moved that the salaries of the Presidents be $13,000.00 a year, effective July 1, 1952, and that the salaries of the Central Office staff, also effective July 1, 1952, be as follows:

Richard G. Browne	-	$833.33 per month
Chas. G. Lanphier	-	625.00 per month
Rita R. Coleman	-	300.00 per month
Martha H. Fletcher	-	240.00 per month
Nell M. Gibson	-	265.00 per month

The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Yea
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Browne verbally advised that a communication had been received from the Auditor of Public Accounts advising that each Responsible Officer is required to post a surety bond in the amount of $5,000.00 with the Auditor of Public Accounts in order to comply with Section 8 of the State Property Control Act.

Mr. Lanphier advised that it would be satisfactory if he, as Secretary of the Board, were bonded instead of Mr. Wirtz, as Chairman of the Board, inasmuch as he

does see the papers that are to be signed, whereas Mr. Wirtz has delegated authority for others to sign papers for him.

Following but little discussion Mr. Stipes moved that Mr. Lanphier post a surety bond with the Auditor of Public Accounts in the amount of $5,000.00 as Responsible Officer to comply with Section 8 of the State Property Control Act. The motion was seconded by Mr. Walker, and unanimously carried.

Dr. Browne advised that at the request of the Finance Committee Dr. Reavis and he had been asked to draft another criterion to the seven approved by the Board at the last meeting; the additional criterion reads as follows:

> "8. In the ranks of Assistant Professor and Instructor, the faculty member must have the academic qualifications for the rank held before being advanced into Block 'A'."

Following much discussion Mr. Nickell moved that we refer this additional criterion to the Faculty Salary Schedule Committee for their consideration and recommendation. The motion was seconded by Mr. Pois, and unanimously carried.

Mr. Lanphier, Financial Coordinator and Secretary, presented his report informally and requested the Board's favorable consideration should any of the colleges ask for additional personnel in the business offices.

REPORTS OF COMMITTEES

Mr. Bohrer, Board representative on the University Merit Board, advised that he had received two communications from Donald Dickason, Director of the University Civil Service System, in connection with the nonacademic personnel at the various colleges.

Following much discussion Mr. Puffer moved that we acknowledge receipt of the communications and place them on file. The motion was seconded by Mr. Nickell, and unanimously carried.

Mr. Stipes, Chairman of the Athletic Committee, reported that the Athletic Committee had had a meeting and discussed the matter of the hiring of Directors of Athletics on a ten, eleven, or twelve months basis, and the Committee was of the unanimous opinion that this is a purely administrative matter.

Mr. Stipes further advised that the North Central Association had issued a Revised Athletic Policy and it was the opinion of the Committee that additional copies be obtained and distributed to Board members, Presidents, and Directors of Athletics, and that the schools cooperate with the recommendations as set forth by the North Central Association.

Mr. Stipes next reported the death of Miss Ruth Kunkel, Executive Secretary of the University Retirement System, and moved that an expression of sympathy be sent to the members of her family on behalf of the Board. The motion was seconded by Mr. Puffer, and unanimously carried.

Mr. Pois, Chairman of the Special Committee appointed to establish a procedure and the mechanics relating to the matter of purchasing, advised that the Committee had no report to make at this time.

Mr. Nickell, Chairman of the Graduate and General Curriculum Committee, reported that the Committee has reviewed the request of Eastern Illinois State College for the addition of a three-week seminar in "Teaching of Communications Subjects" as a fifth year course for the summer school only of 1952; this in cooperation with the Illinois Curriculum Program, and the Committee is herewith recommending the approval of this course. The motion was seconded by Mr. Austin, and unanimously carried.

Mr. Walker, Chairman of the Finance Committee, reported that the Committee recently had a meeting in Chicago and spent most of the day going over the Internal Budgets of the four colleges for 1952-53, and discussing them with the Presidents. It makes the following recommendations:

1. For the present, the Internal Budgets are to be considered as guides to the expenditures for 1952-53 and each college is expected to follow the budget plans.

2. Any major departure from the Internal Budget plans should be presented to the Finance Committee for further consideration.

3. The colleges are expected to continue their efforts to reduce their faculties, their nonacademic staffs, and their student employment to

reflect, in some degree, the decline in college enrollments, so far as this can be done without injury to good educational standards and without violating accepted employment practices.

4. The Finance Committee expects to meet during the 1952-53 year to review the actual experiences of the colleges under the Internal Budgets.

Mr. Walker moved the approval of the foregoing report. The motion was seconded by Dr. Reavis, and unanimously carried.

Mr. Austin, who was sent as a representative of the Board to observe the N.A.I.B. tournament and make a report to the Board, presented an excellent report covering all phases and activities of the tournament.

The following is quoted from Mr. Austin's report:

"It is my belief that it is one of the finest basketball coaching clinics that I have ever witnessed in that you see teams from all over the United States, their different style of play, and different style of coaching.

"The sportsmanship of the participating teams and coaches was of the highest standing. The officiating was good, and probably better than most officiating where one of the teams is playing on its home floor."

Mr. Austin recommended continued participation in the N.A.I.B., and moved that the report be approved and placed on file. The motion was seconded by Mr. Puffer, and unanimously carried.

REPORTS OF PRESIDENTS

Dr. Buzzard presented his formal report on Eastern Illinois State College with the request that the following corrections be made: On Page 18, under the heading IX. MISCELLANEOUS ITEMS, Item 2, Dump Truck, the quotation submitted by the Lindley Chevrolet Company should be increased by $168.00; this would thereby increase the total recommended for the purchase of automotive equipment to $3,899.19, which appears on Page 19, and would also change the figures in Item 17 of the SUMMARY to $3,899.19 instead of $3,731.19 and $2,372.53 instead of $2,204.53.

Following some discussion Mr. Walker moved that the report be accepted with the aforementioned corrections and with the deletion of Item 14 in the SUMMARY. The motion was seconded by Mr. Stipes, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Yea
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Buzzard also presented a Supplement to his report recommending that certain Associate Professors and Assistant Professors be moved into Block "A" of the Salary Schedule and giving necessary justification data for said recommendations.

Action by the Board on this Supplement was deferred because of previous instructions by the Board" . . . that the recommendation of the four colleges for promotion to Block 'A' be made at the same meeting of this Committee, or the Board as a whole."

Dr. Buzzard advised that he had recently received a letter from the Department of Labor regarding the reinstatement of Mr. John G. Haney to his former position of Plant Maintenance Engineer I.

Dr. Buzzard presented photostatic copies of Mr. Haney's letter requesting a military leave of absence to voluntarily return to active duty in the U.S. Navy, letter from Miss Maude Myers stating that inasmuch as Mr. Haney was on a Provisional Permit and was not a certified civil service employee that he could not take advantage of the privileges under Section 12-3/4 of The Civil Service Law. Therefore, in view of the circumstances Dr. Buzzard was merely reporting to the Board that he was not going to reinstate Mr. Haney.

Dr. Fairchild advised he was very sorry he did not have a full report to give to the Board at this time, but due to Normal's large faculty it had been impossible for

the Committee to have a complete report. However, he reported that the Committee is now ready to work in detail and will have a unified report to make at the next Board meeting.

Dr. Beau presented his formal report on Western Illinois State College.

Following some discussion Mrs. Harris moved that the report be approved as submitted with the exception of Items J., S., and T. of the Summary, and also the 1952-53 salaries of those faculty members who have been recommended for Block "A." The motion was seconded by Mr. Nickell, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Yea
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes presented his formal report on Northern Illinois State Teachers College with the request that on Page 22, the name of Whittaker, Charlotte be inserted in the proper alphabetical order for an amount of $500 for both June and July, making a total of $1,000.

Following some discussion Mr. Walker moved that the report be approved as corrected with the exception of the 1952-53 salaries of those faculty members who have been recommended for Block "A", and with the deletion of Item 13 of the Summary. The motion was seconded by Mr. Pois, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Yea
Mr. Pois	Yea
Mr. Puffer	Yea

Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes advised that recommendations had been received from the Division of Architecture and Engineering in connection with the Furniture and Equipment for the Library Building as follows:

Technical Library Furniture and Equipment - Remington-Rand, Inc., in the amount of..... $75,243.00;

Commercial Furniture and Equipment - Mandel Bros., in the amount of.....$10,167.45.

Following but little discussion Mr. Walker moved that the proposals covering the furniture and equipment for the Library Building at Northern be accepted as recommended by the Division of Architecture and Engineering in the total amount of $85,410.45. The motion was seconded by Mr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Yea
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes gave a progress report on the Lorado Taft project, and also advised that they have had several talks with Director Schwartz, of the Department of Conservation, about the possibility of borrowing the Heckman house for several reasons.

Dr. Holmes also apprised the Board of the plans that Northern is making in connection with the May Board meeting, which is scheduled to be held at Northern.

Dr. Buzzard requested a minute to express to the Board members his appreciation and that of the other Presidents for the increase in salary given the Presidents.

There being no further business before the Board Mr. Walker moved that the meeting be adjourned until the next scheduled meeting on May 19, 1952, at Northern Illinois State Teachers College. The motion was seconded by Mr. Puffer, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE FOR THE MEETING IN DE KALB May 19, 1952

To the Chairman, Secretary and Members of the Teachers College Board,

The following report concerning the Eastern Illinois State College is presented for your consideration.

I. STUDENTS: No report

II. FACULTY

A. Resignations

1. Dr. Charles L. Maxwell, College Physican since 1948, effective May 1, 1952, to become Deputy Director of Civil Defense, in charge of Health Services, State of Illinois, salary $9,600.

2. Dr. Louis G. Schmidt, Director of Student Activities since 1949, effective August 1, 1952, to join the faculty of Indiana University.

3. Kathryn C. Sneesby, M.S., Social Director of Pemberton Hall since 1950, effective June 30, 1952, to accept a U.S. Government position in Germany.

4. Mary K. Babcock, A.M., Instructor in Physical Education for Women (Dance) since 1948, effective May 31, 1952, in order to study in New York City.

5. Doris Lemke Barclay, A.M., Instructor in Art (Crafts) since 1948, effective August 1, 1952, in order to set up a new home in Detroit where her husband has employment as an engineer.

6. Mrs. Mary C. Allen, E.A. in E. & A., Secretary to the President since 1948, in order to devote full time to home duties, effective May 31, 1952.

B. New Faculty

1. John W. Masley, B.S. in Education, Northern Illinois State Teachers College, 1946; A.M., University of California, 1947; Ed.D., The Pennsylvania State College, 1950, as Professor, Head of the Department of Physical Education for Men and Director of Intercollegiate Athletics replacing Dr. Charles P. Lantz who retires September 1, 1952, at the salary rate of $5670 for nine months, begining August 16, 1952. Dr. Masley is now director of the graduate program in Physical Education at the Pennsylvania State College.

2. June Marie Krutza, A B., Manchester College, 1945; A.M., Indiana University, 1951; M.F.A., Indiana University, 1952, as Substitute Instructor in Art, for Calvin Countryman on sabbatical leave, at a salary of $3780 for nine months.

3. William R. Johnson, B.A., 1947; M.A., University of Minnesota, 1949; graduate student, University of Illinois, 1949-51, as continued Substitute Assistant Professor of Speech, for Major Elbert R. Moses on military duty, at a salary of $4590 for nine months.

C. (deleted)

D. Substitute Instructor list for 1952-53.

The following persons are recommended for service in the campus high and elementary schools on a per diem basis as needed.

1. Edith S. Alter, A.M.
2. Beth C. Blackford, B.S. in Ed.
3. Alice Cavins, A.B.
4. Linella Edwards, A.B.
5. Doris K. Foreman, A.B.
6. Marie G. Fowler, M.S
7. Ruth Frommel, B.S in Ed.
8. Margaret Landis, Ph.B.
9. Marion E. Popham, A.B.
10. Esther Ross, A.B.
11. Sue B. Stover, B.S. in Ed.
12. Wildeana B. Van Horn, A.B.

III. OTHER EMPLOYEES

A. (deleted)

SUMMARY

Consideration by the Teachers College Board is requested for the following items:

1. Resignations of Charles L. Maxwell, Louis G. Schmidt, Kathryn C. Sneesby, Mary K. Babcock, Doris Lemke Barclay, and Mrs. Mary C. Allen.
2. Employment of John W. Masley, June Marie Krutza, and William R. Johnson.
3. (deleted)
4. List of Substitute Instructors for 1952-53 in Campus High and Elementary School.
5. (deleted)

Respectfully submitted,

ROBERT G. BUZZARD
President

ILLINOIS STATE NORMAL UNIVERSITY
Normal, Illinois
Meeting in De Kalb, May 19, 1952

To the Chairman and Members of the Teachers College Board:

The following presentation is not a complete official report but is designed to deal with the employment of faculty and certain other staff members for whom recommendations are in final form at this time. Other matters of staff personnel include corrections in summer session staff, listing of staff on leave both sabbatical and non-sabbatical, those returning from leave, those continuing on leave, those deceased and those retired. Resignations, terminations of temporary employment, changes in rank, merit advancements are also included. A few items of a miscellaneous nature need action at this time and are presented.

It is understood that this information will be made a part of the next regular Board Report to be presented at the meeting of the Teachers College Board on June 23, 1952, at Charleston.

II. FACULTY

1. Summer Session Staff

The following alterations are requested in the summer session staff differing from the report submitted at the meeting of the Teachers College Board March 17, 1952

a. Additions

(1) Mr. Wayne Wigell, Faculty Assistant in Education, to serve in the Psychological Clinic at a salary of $375.00 for each of the months of July and August, or a total of $750.00 for the entire eight weeks session.

b. Alterations

(1) Mr. James Goff to be changed in salary for the month of June from $110.00 to $220.00, due to error in listing.

(2) Dr. Arlan C. Helgeson, from $367.50 in July to $490.00 and exactly the same change for August, with a total of $980.00 for the eight weeks of the summer session, due to a longer assignment from six to eight weeks because of increased need for his services.

(3) Dr. Marion Miller, who was listed for two-thirds employment, to be changed to three-fourths employment with salary alteration from $380.00 to $423.75 for each of the months of July and August, or a total of $847.50 for the summer session of eight weeks.

(4) Dr. Clarence Kurth, previously listed for three weeks employment in July is recommended for three additional weeks in August at a salary of $382.50, because of demand for another class.

c. Omissions

The names of the following persons are to be removed from the summer session list as presented at the March 17, 1952 Board meeting.

(1) Miss Alice Eikenberry, (total for eight weeks of $960.00) due to her desire to continue her off-campus leave of absence in work for her doctor's degree.

(2) Miss Eunice Speer, (total for eight weeks of $1040.00) in order to start her year's leave of absence with the summer session for the purpose of getting additional work completed.

2. Leaves of Absence

The following persons were granted leaves of absence by the Teachers College Board at the regular meeting March 17, 1952, and are here listed as a matter of record, with the exception of Dr. Marion Miller, who recently requested a leave of absence for the school year 1952-1953 for health reasons.

a. Sabbatical

(1) Theodore B. Almy (Second semester only)
(2) Zora Cernich

(3) Frances Damm
(4) Claude M. Dillinger (Second semester only)
(5) Augusta Gienapp
(6) Leland E. Hess
(7) Edna Nyquist
(8) Margaret Parret
(9) Harold G. Paulson
(10) Cecilia Peikert
(11) Eunice Speer
(12) Russell Steele
(13) Ruth Zimmerman

b. Non-Sabbatical

(1) Francis R. Brown (Second semester only)
(2) Robert Hammond
(3) Margaret Jorgensen
(4) Rosemary McGee
(5) Wallace McIntyre
(6) Marion Miller

3. Returning from Leaves

a. Sabbatical

(1) Verna Hoyman
(2) H. J. Ivens
(3) Helen McEwen
(4) Faye Mansfield
(5) Harold A. Moore
(6) Ruth Stroud
(7) Esther Vinson
(8) Francis Wade

b. Non-Sabbatical

(1) C. W. Sorensen
(2) Milford C. Jochums
(3) Anne M. Cameron

4. Continuing on Leave

The following persons are continued on leave, the first three of them due to illness who are at present on disability under the University Retirement System, and the fourth continuance is due to government service as a part of a military assignment, also Dr. R. G. Browne, to serve with the Teachers College Board as Executive Officer.

(1) Marion C. Allen
(2) Gladys Bartle

(3) L. W. Hacker
(4) Theodore Sands
(5) Richard G. Browne
(6) Alice Eikenberry

5. Deceased

The following persons have died within the past year and to date the positions have not been filled other than to use substitute teachers for a relatively short period of time. There have been other deaths within the year but those positions have been filled.

(1) Ethel Burris (November 5, 1951)
(2) Huberta Clemans (May 15, 1951)
(3) Ida Cruikshank (May 9, 1952) Mrs. Cruikshank has been Director of Smith Hall (residence for men) for the past six years. She died very suddenly on the above listed date. Her position will need to be filled immediately.

6. Retirement

The following persons reached retirement age on either an optional or obligatory basis as of August 31, 1952.

(1) Charles E. Decker (obligatory)
(2) Edna I. Kelley (optional)

7. Resignations

The following persons have resigned and persons to fill their positions will need to be employed and reported at a later date.

(1) Maxine Anderson, as of August 31, 1951.
(2) John T. Carey, on leave and as of June 7, 1952.
(3) Margaret Duncan, as of June 7, 1952.
(4) Delma Harding, on leave and as of June 7, 1952.
(5) Frances Kline, as of June 7, 1952.
(6) Margaret McIntyre, as of June 7, 1952. Substituted for Marianna Irwin)
(7) P. W. Purcell, as of June 7, 1952.
(8) R. Ruth Richards, as of June 7, 1952.
(9) Charles Slagle, on leave and as of June 7, 1952.

8. (deleted)

9. (deleted)

10. Merit Increases

The following faculty members have been recommended by the Committee on Appointments, Promotion, and Tenure, and approved by the University Council and by the President of the University, for increases on the basis of merit, which places them in Block "A" of their academic rank of assistant professor. These recommendations are based upon the seven criteria recommended by the Teachers College Board on March 17, 1952.

a. Margery A. Ellis, Assistant Professor of Foreign Languages, with emphasis on French

(1) Miss Ellis has been a very successful teacher and valued member of the faculty of Illinois State Normal University since the time of her appointment in 1927.

(2) Commendations of the teaching ability of Miss Ellis have come in generous amounts from students of the regular year, as well as teachers in service attending the summer session. She has likewise taught in the University High School where her instruction has been such as to gain recognition as the result of the quality of work of her students attending other colleges and universities. The success of the students of Miss Ellis in graduate work is a further indication of her being an able and expert teacher.

(3) Miss Ellis' scholarly interests are evidenced in part by the formal study she has done and in part by the self-directed study which she keeps up constantly. The former totals something more than sixty hours beyond the master's degree--it is difficult to translate work done in France into American equivalents--and includes study in France at an Ecole Normale, at the Sorbonne, and the Institut Phonetique. In this country her work beyond the master's was done at the University of Chicago and the University of California. The latter type of study is required in keeping her courses in French civilization

and in the modern French novel and drama up to date. She knows present-day developments in French life and literature, and likewise keeps herself informed concerning developments and trends in modern-language teaching.

(4) In the many years Miss Ellis has been on the faculty she has served on numerous standing committees. The two to which she has given the longest service have been the Student Financial Aid Committee, of which she was chairman for several years, and the Curriculum Committee, of which she is at present vice chairman. In addition to service on standing and special committees, she is sponsor of the French Club, and has always assumed her full share and more of responsibility in departmental activities.

(5) Special activity in the Modern Language Teachers Association of the State of Illinois leading to her service as president of this Association just a few years ago is evidence of her forward look and her recognition by her fellow teachers. At present, she is the vice president of the Illinois Chapter of the American Association of Teachers of French.

(6) Outstanding ability to work with people and at all times to maintain high standards of work has been characteristic of the attainments of Miss Ellis. She is kindly, considerate, friendly, cooperative, and capable.

(7) Many people can teach classes well themselves but cannot help others learn to teach well. Miss Ellis is particularly skillful as a supervisor of student teachers. Perhaps the best evidence of her interest in the education of teachers is the reply she made a few years ago when she was told that if she so desired, she could have all her work in the college and be relieved of supervision in the high school. Without hesitation she chose to keep the supervision, even though the other would have meant much easier work for her. She said that she found supervision an inspiring challenge.

Only a person definitely interested in the preparation of teachers would have made that choice.

b. Dorothy Hinman, Assistant Professor of English, with emphasis upon children's literature

(1) Miss Hinman has been an outstanding member of the faculty at Illinois State Normal University since 1925. During that period of time she has been on leave of absence for one year working toward a doctor's degree.

(2) By any measure that might be applied, Miss Hinman would have to be regarded as a master teacher. A great deal of her teaching has been done in the field where she has had teachers in service, since her work in children's literature has been in great demand. Both on the campus and in the field, students recognize her unusual wealth of information, her deep and abiding concern for the welfare of children in the schools and her skill in the presentation of information. She works equally well with children of elementary age, students in high school, those in the University, and teachers in service.

(3) Beyond the master's degree, Miss Hinman has attended Columbia University one summer, Oxford University, England, one summer, University of Illinois, one year, and the University of Louisiana, one year.

In her field Miss Hinman is recognized as an authority. She keeps abreast of the new books in children's literature, each year reading and evaluating from five to six hundred of these books.

She is a member of the reviewing staff of Elementary English, the National Council publication for the teachers of English in the elementary schools. This year, she is on a committee of this reviewing staff, chosen to select the ten best books published in 1951, on each of the three elementary levels.

In 1948, she was given distinguished national recognition by being asked to serve on the Newbery-Caldecott Award Committee.

(4) Excellent service has been rendered to Illinois State Normal University through close working relationships with students and fellow faculty members. She has served as sponsor of freshman, sophomore, junior, and senior classes in the University and for eleven years was sponsor of the college Y. W. C. A.

For four years she has acted as chairman of the Metcalf Literature Curriculum Committee, meeting weekly with the supervising teachers and guiding the development of a curriculum in literature for the Metcalf School, a project which is still in progress.

(5) There is much evidence of outstanding promise of professional development on the part of Miss Hinman.

One of her outstanding accomplishments on this campus has been the development of courses in children's literature. She has increased the offerings from a mere six weeks' course to what is now reputed to be an adequate and enriched program in children's literature, extending over several years. In fact, when Miss Hinman took additional work at the University of Louisiana recently, it was very difficult to find work that she could take in the area of children's literature beyond what she had already had or beyond the nature and extent of teaching she was doing at Illinois State Normal University. Her work is not only in the English Department but she offers courses in connection with the education of school librarians and teacher librarians.

(6) Aside from teaching extension courses, Miss Hinman is in demand as a speaker at Parent Teacher Associations, mothers' clubs, and other groups concerned with the reading problems of children. She has just been asked to be in charge of the literature section at a three-day faculty conference at Park Ridge next fall.

(7) All of Miss Hinman's work is motivated by her special interest in the preparation of teachers and in the welfare of children in our schools.

The excellence of Miss Hinman's teaching, her continued study in her field, and her generous giving of her time and energy to teachers in the field have brought recognition to her and to Illinois State Normal University.

11. New Appointment (Replacement)

a. Mrs. Paz-Cielo A. Belmonte, Philippine Islands, as a faculty assistant in health and physical education for women, to take the place of Miss Betty Keough, who will not be available for services in the department next year, at a salary of $75.00 per month for nine months, or $675.00 for the school year. Mrs. Belmonte has her bachelor's degree from the University of the Philippines and her master's from the University of Santos Tomas, but while assisting in the Department of Health and Physical Education for Women will also be working on her professional degree of Master of Science in Education. Mrs. Belmonte has had teaching experience as Chairman of the Department of Physical Education at the Philippine Normal College, and will be of a great deal of value in helping out in this department which is already absorbing one full time position for next year.

12. Faculty for the Academic Year 1952-1953

The following persons, listed according to academic rank and in order of salary under each rank, are recommended for employment in regular teaching positions for the school year 1952-1953 at salaries indicated at the extreme right, these appointments and salaries effective September 1952.

TEACHERS COLLEGE BOARD

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Professors		
* Cooper, Margaret	Ed. D.	Education	$6030.00	$ 6210.00
* French, Esther	Ph. D.	Health and Physical Education	6030.00	6210.00
* Gooding, R. U.	Ph. D.	Physical Science	6030.00	6210.00
* Hiett, Herbert R.	Ph. D.	English	6030.00	6210.00
* Holmes, F. Lincoln D.	Ph. D.	Speech	6030.00	6210.00
* Hoover, F. Louis	Ed. D.	Art	6030.00	6210.00
* Horton, C. E.	Ed. D.	Health and Physical Education	6030.00	6210.00
* Kinneman, John A.	Ph. D.	Social Science	6030.00	6210.00
* Knudson, Emma R.	Ph. D.	Music	6030.00	6210.00
* Lamkey, E. M. R.	Ph. D.	Biological Science	6030.00	6210.00
* Mills, C. N	Ph. D.	Mathematics	6030.00	6210.00
* Parker, Rose E.	Ph. D.	Education	6030.00	6210.00
* Stombaugh, Ray M.	Ph. D.	Industrial Arts	6030.00	6210.00
* Toll, Lewis R.	Ph. D.	Business Education	6030.00	6210.00
* Whitten, Jennie A.	Ph. D.	Foreign Languages	6030.00	6210.00
De Young, Chris A.	Ph. D.	Education	5985.00	6165.00
* Davis, Florence	Ph. D.	Home Economics	5850.00	6030.00
Dirks, Marie	Ph. D.	Home Economics	5850.00	6030.00
McAvoy, Blanche	Ph. D.	Biological Science	5670.00	5850.00
McCormick, Clyde T.	Ph. D.	Mathematics	5670.00	5850.00
Marzolf, Stanley S.	Ph. D.	Education	5670.00	5850.00
Okerlund, Gerda	Ph. D.	English	5670.00	5850.00
Royce, Bertha M.	Ph. D.	Biological Science	5670.00	5850.00
Sorrenson, Fred S.	Ph. D.	Speech	5670.00	5850.00
Teager, Florence E.	Ph. D.	English	5670.00	5850.00
Cooper, Bernice	Ph. D.	Health and Physical Education	5580.00	5760.00
Glasener, F. Russell	Ph. D.	Social Science	5580.00	5760.00
Gray, Nina E.	Ph. D.	Biological Science	5490.00	5760.00
Ingram, Christine P.	Ph. D.	Education	5580.00	5760.00
Marshall, Helen E.	Ph. D.	Social Science	5580.00	5760.00
Dillinger, Claude M.	Ph. D.	Education (Sab. Leave, 2nd. Sem.)	5535.00	4286.25
Tiedeman, Herman R.	Ph. D.	Education	5535.00	5715.00
Lichty, E. A.	Ed. D.	Education	5445.00	5625.00
		Associate Professors		
Cross, C. L.	M. S.	Physical Science	5535.00	5715.00
Micken, Ralph A.	Ph. D.	Speech	5445.00	5625.00

* Indicates Head of Department or Director of Division.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Associate Professors (continued)		
Cogdal, Joseph	A. M.	Health and Physical Education	5355.00	5535.00
Harper, Charles A.	M. S.	Social Science	5355.00	5535.00
* Hudelson, C. W.	M. S.	Agriculture	5355.00	5535.00
Vinson, Esther	A. M.	English	5355.00	5535.00
Connell, M. Regina	Ed. D.	Foreign Languages	5310.00	5490.00
Belshe, Francis B.	Ph. D.	Education	5265.00	5445.00
DeWees, W. I.	Ed. D.	Education	5265.00	5445.00
Evans, G. Harlowe	Ph. D.	Physical Science	5265.00	5445.00
Fielding, Howard I.	Ph. D.	English	5265.00	5445.00
Gray, Miriam	Ed. D.	Health and Physical Education	5265.00	5445.00
Griffith, Esther M.	Ph. D.	Physical Science	5265.00	5445.00
Henline, Ruth	Ph. D.	English	5265.00	5445.00
Peithman, Harlan W.	Ed. D.	Music	5265.00	5445.00
Vetter, Dale B.	Ph. D.	English	5265.00	5445.00
Yedor, Leo J.	Ph. D.	Social Science	5265.00	5445.00
Cavanagh, Helen M.	Ph. D.	Social Science	5175.00	5355.00
Lancaster, Thomas J.	A. M.	Education	5175.00	5355.00
Lueck, W. R.	Ph. D.	Education	5175.00	5355.00
Reed, Howard O.	Ed. D.	Industrial Arts	5175.00	5355.00
Ries, Donald T.	Ph. D.	Biological Science	5175.00	5355.00
Tasher, Lucy Lucile	Ph. D.	Social Science	5355.00	5355.00
* Watterson, Arthur W.	Ph. D.	Geography	5175.00	5355.00
Frey, Bernice G.	Ph. D.	Health and Physical Education	5130.00	5310.00
Isted, Leslie M.	Ph. D.	Music	5085.00	5265.00
Koepke, H. F.	Ph. D.	Business Education	5085.00	5265.00
Miller, Marion G.	Ph. D.	Art (Non-Sab. Leave, 1952-53)	5085.00	(5265.00)
Martens, J. Louis	Ph. D.	Biological Science	5040.00	5220.00
Ashbrook, William D.	Ph. D.	Industrial Arts	4995.00	5175.00
Buehler, Rose Burgess	Ed. D.	Education	4995.00	5175.00
Conkey, Frances	M. S.	Home Economics	4995.00	5175.00
Esworthy, R. W.	Ph. D.	Business Education	4995.00	5175.00
Gueffroy, Edna M.	Ph. D.	Geography	4995.00	5175.00
Jochums, Milford C.	Ph. D.	English	4995.00	5175.00
Leavitt, Norma M.	Ed. D.	Health and Physical Education	4995.00	5175.00

* Indicates Head of Department or Director of Division.

Salaries in parentheses are those of staff on non-sabbatical leave who will not receive any salary for the school year 1952-1953.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Associate Professors (continued)		
Smith, Gwen	Ph. D.	Health and Physical Education	4995.00	5175.00
Young, O. L.	Ed. D.	Agriculture	4995.00	5175.00
Conrad, George	Ed. D.	Art	4905.00	5085.00
Peters, Margaret	Ed. D.	Business Education	4860.00	5040.00
Gimmestad, Victor E.	Ph. D.	English	4770.00	4950.00
Hill, Eugene	Ed. D.	Health and Physical Education	4770.00	4950.00
McIntyre, Wallace E.	Ph. D.	Geography (Non-Sab. Leave 1952-53)	4770.00	(4950.00)
Sorensen, C. W.	Ph. D.	Geography	4770.00	4950.00
Wells, Mildred C.	Ph. D.	Education	4770.00	4950.00
Eckelmann, Dorathy	Ph. D.	Speech	4680.00	4860.00
Freyberger, Ruth M.	Ed. D.	Art	4680.00	4860.00
Serra, Mary	Ph. D.	Education	4680.00	4860.00
Spector, Irwin	Ph. D.	Music	4680.00	4860.00
Leppert, Ella C.	Ed. D.	Social Science	4500.00	4680.00
Pearcy, Henri R.	Ph. D.	Social Science	4500.00	4680.00
		Assistant Professors		
Ellis, Margery A.	A. M.	Foreign Languages ("A" Block)	5040.00	5220.00
Hinman, Dorothy	M. A.	English ("A" Block)	5040.00	5220.00
Allen, Mabel Clare	M. A.	Speech	4860.00	4950.00
Bey, Douglas R.	A. M.	Mathematics	4770.00	4950.00
Buell, Mary E.	M. A.	Home Economics	4770.00	4950.00
Crompton, Mabel P.	S. M.	Geography	4950.00	4950.00
Day, Alta J.	M. A.	Business Education	4770.00	4950.00
Flagg, Elinor B.	M. S.	Mathematics	4860.00	4950.00
Hayden, Wezette A.	M. A.	Education	4770.00	4950.00
Huggins, Ruth C.	A. M.	English	4770.00	4950.00
Ivens, Howard J.	A. M.	Physical Science	4860.00	4950.00
McDavitt, Neva	A. M.	Geography	4860.00	4950.00
Rine, T. E.	M. S.	Mathematics	4770.00	4950.00
Robie, Doris	M. A.	Health and Physical Education	4770.00	4950.00
Ross, Josephine	M. A.	Home Economics	4860.00	4950.00
Sherrard, Wayne F.	M. M. in Ed.	Music	4950.00	4950.00
Stroud, Ruth	M. S.	English	4770.00	4950.00
Webb, Mary D.	M. A.	Business Education	4770.00	4950.00

Salaries in parentheses are those of staff on non-sabbatical leave who will not receive any salary for the school year 1952-1953.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Assistant Professors (continued)		
Winegarner, Lela	A. M.	English	4770.00	4950.00
Woodburn, John H.	Ph. D.	Science	4815.00	4950.00
Arnold, Mary S.	A. M.	Education	4680.00	4860.00
Barber, G. Bradford	M. A.	Speech	4680.00	4860.00
Brunk, Dorothy G.	M. A.	Social Science	4680.00	4860.00
Douglass, T. J.	M. S.	Agriculture	4680.00	4860.00
Ebel, Alice L.	A. M.	Social Science	4680.00	4860.00
Force, Thelma	M. A.	Education	4680.00	4860.00
Frye, Harold E.	M. A.	Health and Physical Education	4680.00	4860.00
Green, John W.	M. S.	Agriculture	4680.00	4860.00
Hammerlund, C. M.	M. S.	Industrial Arts	4680.00	4860.00
Hess, Leland E.	A. M.	Social Science (Sab. Leave, 1952-1953)	4680.00	2430.00
Hitchcock, Alice	M. A.	Education	4680.00	4860.00
Laubaugh, L. E.	A. M.	Agriculture	4680.00	4860.00
Nelson, Thelma	M. A.	English	4680.00	4860.00
Ogle, Alice R.	M. A.	Art	4680.00	4860.00
Smith, L. S.	A. M.	Physical Science	4680.00	4860.00
Struck, Edwin G.	M. S.	Health and Physical Education	4680.00	4860.00
Tudor, Raymond W.	M. A.	English	4680.00	4860.00
Wilcox, Charlotte E.	M. S. P. H.	Biological Science	4680.00	4860.00
Yates, Ruth V.	M. A.	Speech	4680.00	4860.00
Billingsley, Allie Ward	M. A.	Foreign Languages	4590.00	4770.00
Fensholt, Dorothy E.	Ph. D.	Biological Science	4590.00	4770.00
Kurth, Clarence H.	Ed. D.	Education	4590.00	4770.00
Lundvall, Ruth M.	M. A.	Education	4590.00	4770.00
Nyquist, Edna	A. M.	English (Sab. Leave, 1952-1953)	4590.00	2385.00
Russell, Elizabeth	M. A.	Education	4590.00	4770.00
Shaw, William Harlan	M. A.	Speech	4590.00	4770.00
Wise, Vermell	M. A.	English	4590.00	4770.00
Mansfield, Faye E.	M. A.	Education	4500.00	4680.00
Mecay, Leroy E.	A. M.	Biological Science	4680.00	4680.00
Parker, Mary R.	M. A.	Art	4500.00	4680.00
Rickman, Lillie Mae	A. M.	Education	4500.00	4680.00
Gillett, Arley F.	M. A.	Health and Physical Education	4410.00	4590.00
Helgeson, Arlan C.	Ph. D.	Social Science	4410.00	4590.00
Hoyman, Verna A.	M.A. in Ed.	English	4410.00	4590.00
Jessa, Marie	M. A.	Business Education	4410.00	4590.00
Lewis, Marjorie	M. A.	Education	4410.00	4590.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Assistant Professors (continued)		
Tarrant, Thalia J.	A. M.	Social Science	4410.00	4590.00
Thams, Paul F.	A. M.	Education	4500.00	4590.00
Brown, Francis	M. A.	Mathematics	4320.00	2250.00
		(Non-Sab. Leave, 2nd Sem.)		
Cole, Ruth	M. A.	Education	4320.00	4500.00
Eikenberry, Alice	M. A.	Social Science	4320.00	4500.00
Stein, Ethel	M. A.	Education	4320.00	4500.00
Wheeler, Harriet R.	M. A.	Business Education	4320.00	4500.00
Johnson, Blossom	M. A.	Home Economics	4275.00	4455.00
Moore, Harold	M. S.	Biological Science	4275.00	4455.00
Alexander, Frances M.	A. M.	Social Science	4230.00	4410.00
Benton, Ralph A.	M. A.	Agriculture	4230.00	4410.00
Cernich, Zora	M. A.	Health and Physical Education	4230.00	2205.00
		(Sab. Leave, 1952-1953)		
Chiles, Helen	A. M.	Foreign Languages	4230.00	4410.00
Dalluge, DeVerne	M. A.	Physical Science	4230.00	4410.00
Farnsworth, Harlan H.	M. A.	Health and Physical Education	4230.00	4410.00
Norskog, Edna	M. A.	Mathematics	4230.00	4410.00
Heldt, Carl D.	M. P. E.	Health and Physical Education	4185.00	4365.00
Vance, Arden L.	M. M.	Music	4185.00	4365.00
McEwen, Helen	M. A.	Business Education	4140.00	4320.00
Paulson, Harold G.	M. A.	Education	4140.00	2160.00
		(Sab. Leave, 1952-1953)		
Sheveland, Alice	M. A. in Ed.	Education	4140.00	4320.00
Bird, Ruth	M. A.	Health and Physical Education	4095.00	4275.00
Hammond, Robert	M. A.	Industrial Arts	4095.00	(4275.00)
		(Non-Sab. Leave, 1952-1953)		
		Instructors		
Wade, Francis	M. A.	Social Science	4680.00	4680.00
Hackett, Perry	M. Mus.	Music	4455.00	4500.00
Barford, George	M. S.	Art	4185.00	4410.00
Mauck, Inez L.	A. M.	Education	4230.00	4410.00
Shea, Grace	R.N., M. A.	Health Education	4230.00	4410.00
Westhoff, Margaret	M. S.	Music	4230.00	4410.00
Goff, James F.	M. S. in Ed.	Health and Physical Education	4185.00	4365.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Instructors (continued)		
Howard, Josephine	M. A.	Education	4185.00	4365.00
McEvoy, Dorothy	M. A.	Education	4185.00	4365.00
Mizer, Orrin G.	M. A.	Education	4185.00	4365.00
Almy, Theodore B.	A. M.	English	4140.00	3240.00
		(Sab. Leave, 2nd Sem.)		
Bremer, Alma	A. M.	Home Economics	4140.00	4320.00
Damm, Frances L.	M. S. in Ed.	Education	4140.00	2160.00
		(Sab. Leave, 1952-1953)		
Gates, Gerald F.	M. F. A.	Art	4140.00	4320.00
Parret, Margaret	M. A.	Speech	4140.00	2160.00
		(Sab. Leave, 1952-1953)		
Radtke, Anola	M. M.	Music	4140.00	4320.00
Tasker, Vivian	M. A.	Education	4140.00	4320.00
Udstuen, Sadie B.	M. A.	Education	4140.00	4320.00
Brooks, Nadine	M. S. in Ed.	Education	4095.00	4275.00
Cameron, Anna M.	M. S.	Home Economics	4095.00	4275.00
Headley, Will C.	M. Mus.	Music	4095.00	4275.00
Hiler, Alta Grace	M. A.	English	4095.00	4275.00
Johnson, Bernadine	M. E.	Home Economics	4095.00	4275.00
Rozum, Mary A.	M. S.	Education	4095.00	4275.00
Hagman, Lucille G.	M. A.	Education	4050.00	4230.00
Jorgensen, Margaret	M. A.	Education	4050.00	(4230.00)
		(Non-Sab., 1952-1953)		
Plagakis, Mary	A. M.	Education	4050.00	4230.00
DeWeese, Harold	M. S. in Ed.	Physical Science	3960.00	4140.00
Garton, Malinda D.	A. M.	Education	3960.00	4140.00
Ives, Charlotte Yale	M. A.	Biological Science	4050.00	4140.00
Schell, Wilma M.	M. M.	Music	3960.00	4140.00
Templeton, Donald F.	M. A.	English	3960.00	4140.00
Peikert, Cecilia	M. S.	Director of Museums	3870.00	2025.00
		(Sab. Leave, 1952-1953)		
Kuntz, Lowell J.	M. S. in Ed.	Music	3825.00	4005.00
Benjamin, Paul K.	M. A.	Health and Physical Education	3780.00	3960.00
Engberg, Edna	M. Ed.	Health and Physical Education	3780.00	3960.00
Farmer, Louise	M. S. in Ed.	Education	3780.00	3960.00
McGee, Rosemary	M. S. in Ed.	Health and Physical Education	3780.00	(3960.00)
		(Non-Sab. Leave, 1952-1953)		

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Instructors (continued)		
Porter, Charles	M. S. in Ed.	Industrial Arts	3780.00	3960.00
Blomgren, Roger D.	M. A.	Industrial Arts	3690.00	3870.00
Carlock, John R.	M. S. in Ed.	Biological Science	3600.00	3780.00
Richards, Doris	M. S.	Speech	3600.00	3780.00
Wolferz, Madeleine	M. A.	Education	3600.00	3780.00
		Faculty Assistants		
Wigell, Wayne	M. S. in Ed.	Education	3375.00	3555.00
Claus, John R.	B. S. in Ed.	Agriculture	3060.00	3240.00
Bass, Buford H.	M. S. in Ed.	Industrial Arts	2925.00	3105.00
Van Huss, Hazel D.	--	Library	1800.00	1890.00
Belmonte, Paz-Cielo A.	M. A. Ed.	Health and Physical Education	--	675.00
		Library Staff		
Welch, Eleanor W.	M. S.	Assoc. Prof. Dir. of Libraries	5535.00	5715.00
Speer, Eunice H.	M. S.	Asst. Prof. Asst. Librarian (Sab. Leave, 1952-1953)	4680.00	2430.00
Zimmerman, Ruth	M. A.	Asst. Prof., Asst. Librarian (Sab. Leave, 1952-1953)	4680.00	2430.00
Guthrie, Clara L.	M. S.	Asst. Prof., Asst. Librarian	4680.00	4860.00
Metzler, Winifred	M. A.	Instructor, Asst. Librarian	4275.00	4455.00
Crosby, Lucile Z.	M. S. in Ed.	Asst. Prof., Asst. Librarian	4230.00	4410.00
Lawrence, Margaret	M. A.	Asst. Prof., Asst. Librarian	4230.00	4410.00
Pohle, Genevieve A.	M. A.	Asst. Prof., Asst. Librarian	4095.00	4275.00
Galaway, Beryl T.	A. M. L. S.	Instructor, Asst. Librarian	4050.00	4230.00
Kreuz, Loretta A.	M. S. in L. S.	Instructor, Asst. Librarian	4050.00	4230.00
Gienapp, Augusta	B. S. in L. S.	Instructor, Asst. Librarian (Sab. Leave, 1952-1953)	3870.00	2025.00
Plotnicky, Gertrude A.		Assistant Librarian	3780.00	3960.00

13. Administration, July 1, 1952 - June 30, 1953

The following persons, on an academic basis and listed in order of salary, are recommended for employment in regular positions as indicated for the calendar year July 1, 1952 to June 30, 1953, with salaries indicated at the extreme right, these appointments and salaries effective July 1, 1952.

Name	Academic Degree	Payroll Title	Position Nature of Work	Salary Rate 1951-52	Salary Rate 1952-53
Fairchild, R. W.	Ph. D.	President	President	12000.00	12000.00
Larsen, Arthur W.	Ph. D.	Professor	Dean	8760.00	9000.00
Carrington, J. W.	Ph. D.	Professor	Director of Laboratory School Experiences	8280.00	8520.00
Houston, Victor M.	Ed. D.	Professor	Dir. Secondary Education Head, Dept. of Educ. & Psych.	8040.00	8280.00
Ullsvik, Bjarne R.	Ph. D.	Professor	Administrative Assistant to the President	8040.00	8280.00
Linkins, R. H.	A. M.	Assoc. Prof. Ex. Asst. Ed. &Ad.	Dean of Men	7680.00	7920.00
Miller, L. W.	Ph. D.	Professor	Dir. Univ. Field Services	7560.00	7800.00
Taylor, Glenn J.	Ph. D.	Professor	Dir. Hearing Laboratory	7440.00	7680.00
Miller, Murray Lincoln	Ph. D.	Assoc. Prof.	Dir. Audio Visual Aids	7380.00	7620.00
Lovelass, Harry D.	Ed. D.	Professor	Principal, Univ. H. S.	7320.00	7560.00
Keaton, Anna L.	Ph. D.	Assoc. Prof.	Dean of Women	7140.00	7380.00
Replogle, Vernon L.	Ed. D.	Assoc. Prof.	Principal, Metcalf Elementary School	7140.00	7380.00
Hancock, H. J.	M. S.	Assoc. Prof.	Director of Athletics	6900.00	7140.00
Reusser, John L.	Ph. D.	Assoc. Prof.	Principal, Childrens School	6900.00	7140.00
Brenneman, Elsie	M. A.	Asst. Prof. Ex. Asst. Ed. & Ad.	Director of Admissions	6780.00	7020.00
Gibson, Harold E.	Ph. D.	Assoc. Prof.	Dir. Bur. of Appointments	6780.00	7020.00
Hall, Gertrude M.	Ed. D.	Assoc. Prof.	Director of Publicity	6780.00	7020.00
Norton, Stanley K.	Ph. D.	Assoc. Prof.	Assistant Dean of Men	6720.00	6960.00

Name	Academic Degree	Payroll Title	Position Nature of Work	Salary Rate 1951-52	Salary Rate 1952-53
Ensign, Preston	B. Ed.	Ex. Asst. Ed. &Ad.	Business Manager	6660.00	6900.00
Lauby, Cecilia	Ed. D.	Assoc. Prof.	Coordinator, Student Teaching	6600.00	6840.00
Catey, Waneta S.	A. M.	Asst. Prof.	Principal, Special Education School	6480.00	6600.00
Kirchhoefer, Esther	M. A.	Instructor Ex. Asst. Ed. & Ad.	Registrar	6000.00	6240.00
O'Connor, Burton L.	M. A.	Asst. Prof.	Dir. Univ. H. S. Athletics	6000.00	6240.00
Anderson, William	M. S. in Ed.	Instructor	Dir. Alumni Relations	5640.00	5880.00
Terrill, Isabelle	A. M.	Instructor	Dir. Women's Residence Halls, Asst. Dean of Women	5400.00	5640.00
Honn, Max. L.	M. S.	Instructor	Asst. Dir. Univ. Press	5100.00	5340.00
White, William V.	M. S. in Ed.	Instructor	Dir. Univ. Press	5100.00	5340.00
Smith, Nelson R.	M. S. in Ed.	Instructor	Publicity-Audio Visual	5040.00	5280.00
Steele, J. Russell	M. S. in Ed.	Instructor	Publicity - H. & P. E. (Sab. Leave, 1952-1953)	5040.00	2640.00
Parker, Donald R.	M. S.	Instructor	Lab. Tech., Univ. Health Service	4860.00	5100.00
Malmberg, Eloise	A. B.	Ex. Asst. Ed. & Ad.	Director of Housing	4680.00	4920.00
Melrose, Ferne M.	B. Ed.	Ex. Asst. Ed. & Ad.	Recorder	4680.00	4920.00
Parker, Louise	M.P.H.	Instructor	Nurse	4500.00	4740.00
Carver, Katherine E.	A. M.		Emeritus Instructor	2100.00	2100.00
Dexheimer, Lora M.			Emeritus Instructor	2100.00	2100.00
Ela, Clara E.			Emeritus Instructor	2100.00	2100.00
Eyestone, Lura M.	B. S.		Emeritus Instructor	2100.00	2100.00
_____			Dir. Univ. Health Service	--	7800.00
_____			Asst. to Bus. Manager	--	5760.00

III. OTHER EMPLOYEES

1. Resignation

   a. Mr. William F. Thornton, Janitor, effective March 31, 1952.

2. New Appointments (Replacements)

   a. Miss Gloria Zehr, as Secretary in the Bureau of Appointments under the classification of Clerk Typist I, at a salary of $150.00 per month effective April 10, 1952, to take the place of Mrs. Anita Jones, resigned.

   b. Mr. Louis Mallory, under the classification of Janitor, at a salary of $170.00 per month effective April 24, 1952, to take the place of Mr. William F. Thornton, resigned.

3. Annual Reemployment of Non-Academic Staff

   It is not possible to cover all of the non-academic staff in this presentation since agreements have not been reached with any of the groups that operate under unions. The group listed below constitutes office staff, residence hall directors, nurses, and others for whom, at Illinois State Normal University, there is no union affiliation.

   The following employees, all on a twelve months basis unless otherwise stated, arranged in alphabetical order, are recommended for employment for the year July 1, 1952 to June 30, 1953, at salaries indicated.

Name	Title	Office	1951-52 Annual Salary	1952-53 Annual Salary
Aimone, Leyla	Library Clerk II	Library	$1800.00	$1920.00
Arends, Zola N.	Dupl. Mach. Oper. II	Duplicating	2244.00	2364.00
Aucutt, Bernadine	Bkpg. Mach. Oper. II	Business Office	2700.00	2820.00
Auth, Norma Jean	Jr. Purch. Asst.	Business Office	3000.00	3240.00
Boundy, Lottie V.	Chief Clerk (III)	Dean of U. (Asst. to Dean)	4200.00	4440.00
Brasi, Vincent	Mail. Serv. Supv.	Mailing Service	3600.00	3840.00
Burridge, Domini M.	Bkpg. Mach. Oper. I	Business Office	2232.00	2460.00
Cleary, Mary C.	Health Serv. Nurse	Health Service	3120.00	3360.00
Clem, Ruth	Chief Libr. Clerk	Library	3180.00	3300.00
Culbertson, Frances (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
Devlin, Jean F.	Clerk Steno. I	Business Office	2436.00	2556.00
Edwards, Ruth	Clerk I	Business Office	2040.00	2160.00
Erickson, Edna L.	Clerk Steno. II	Biology	2688.00	2808.00
Farnsworth, Arlene (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00

Name	Title	Office	1951-52 Annual Salary	1952-53 Annual Salary
Fissel, Joanne	Clerk Steno. I	Men's Phys. Ed.	1800.00	1920.00
Fenton, Mina (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
Fox, Sarah	Clerk Steno. III	Bureau of Appts.	2940.00	3060.00
Fuller, Helen D.	Switchboard Oper.	Special Education	1800.00	1920.00
Gardner, Patricia	Clerk Steno. I	Special Education	1800.00	1920.00
Gillett, Wynona	Clerk Typist I	Music	1800.00	1920.00
Glock, Lois	Clerk Typist II	Art	2040.00	2160.00
Gustafson, Betty L.	Clerk Steno. I	Special Education	2040.00	2160.00
Hackett, Dean E.	Res. Hall Dir.	New Men's Res.	3000.00	3240.00
Heinecke, Dorothy	Secretary (Level I)	President	3000.00	3240.00
Keller, Evelyn (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
King, Dorothy W.	Secretary (Level III)	President (Sec. to Pres.)	4440.00	4680.00
Kurtz, Mary	Chief Cl. (Level I)	Alumni	3000.00	3120.00
Landwehrmier, Barbara	Clerk Typist I	Special Education	1800.00	1920.00
Littlefield, Patricia (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
McKenna, Helen A.	Clerk Steno. I	Dean of Women	2424.00	2544.00
McQueen, Oressa	Secretary II	Lab. School Exp.	3300.00	3540.00
Meeker, Lorene	Chief Cl. (Level III)	Bur. of Appt. (Asst. Dir.)	4200.00	4440.00
Mohr, Shirley B.	Clerk Steno. I	Dean of Univ.	1800.00	1920.00
O'Brien, Lois	Clerk Steno. I	Registrar	1968.00	2088.00
O'Neal, Janice	Dupl. Mach. Oper. II	Duplicating	2028.00	2148.00
Owens, Ethel L.	Res. Hall Dir.	New Women's Res.	3000.00	3240.00
Quensel, Phyllis	Clerk Steno. I	High School	1800.00	1920.00
Ragsdale, Jeanine (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
Reilly, Marie C.	Chief Cl. (Level II)	Dean of Women	3480.00	3600.00
Richardson, Dorothy	Secretary (Level I)	Dean of Men	2880.00	3000.00
Ritchie, Florence	Chief Cl. (Level II)	Admissions (Asst. to Dir.)	3600.00	3840.00
Roseman, Ferne A.	Head Cashier	Business Office	3840.00	4080.00
Russell, Helen	Office Supervisor	Duplicating	3540.00	3780.00
Schad, Dorothy	Clerk Typist I	Recorder	2172.00	2292.00
Schaper, Rosamari	Clerk Typist I	Registrar	1800.00	1920.00
Schneeberg, Mildred	Clerk II	Business Office	2400.00	2520.00
Schoenborn, Betty	Clerk Steno. I	Audio-Visual Ed.	1800.00	1920.00
Sealock, John	Chief Accountant	Business Office	4500.00	4740.00
Sears, Ferrell S.	Tabulating Mach. Supr.	I. B. M. Office	3960.00	4200.00
Shols, Arleen	Secretary (Level I)	Dean of Univ.	2400.00	2520.00
Sieg, Marjean	Clerk Steno. I	Recorder	1980.00	2100.00

Name	Title	Office	1951-52 Annual Salary	1952-53 Annual Salary
Soeldner, Emma F.	Clerk Steno. I	Women's Phys. Ed.	2232.00	2352.00
* Soldwedel, Bette	Res. Hall Asst.	Fell Hall	1680.00	* 1800.00
Staker, Anna F.	Clerk III	Health Service	2700.00	2820.00
Stang, Genevieve	Clerk Steno. I	Field Services	1800.00	1920.00
Steingraber, Wilbur	Clerk II	Mailing Service	1920.00	2040.00
Stiegelmeier, Phyllis	Clerk III	Business Office	2400.00	2520.00
Sutter, Gloria	Clerk Steno. I	Admissions	2160.00	2280.00
Van Beynen, Mardelle	Chief Cl. (Level II)	Publicity	3600.00	3840.00
Wallace, Ferne M.	Chief Cl. (Level II)	Registrar (Asst. to Reg.)	3480.00	3720.00
Weber, Gyneth H.	Head Health Serv. Nurse	Health Service	4020.00	4260.00
Zehr, Gloria	Clerk Steno. I	Bureau of Appts.	1800.00	1920.00
Ziegler, Barbara	Clerk Steno. I	Asst. Dean of Men	1920.00	2040.00
_____	Res. Hall Dir.	Smith Hall	---	3000.00
_____	Food Serv. Manager	Dir. Food Services	---	5640.00

* Plus maintenance.

IX. MISCELLANEOUS

1. Release of Funds for Fell Hall

The contracts to the John Felmley Company for the additions to Fell Hall were based upon the original appropriation, Senate Bill 680, Sixty-sixth General Assembly, and the transfers of funds left over from other projects. The money for this work on Fell Hall was re-appropriated under Senate Bill 770. However, the transfers made late in June were not included in the re-appropriation. Sufficient work was not completed on the building by September 30, 1951, to make use of the transferred funds and they therefore lapsed into the Treasury unused. An amount of over $ 56,000.00 was lost in this way. A previous release of $ 36,500.00 was granted by the Board payable from the Rehabilitation and Modernization program under Senate Bill 771. It was hoped that some balances left in architectural fees could be charged against the previous biennium but Mr. Lanphier reported that this could not be done and this still leaves an over-encumbrance by these contracts of $ 21,000.00.

Therefore it is requested that a further release be approved from the Rehabilitation and Modernization program in the amount of $21,000.00.

2. Elm Tree Spraying

In view of the number and quality of the elm trees on the University campus and because of the elm tree disease that is very evident in the community of Bloomington-Normal, it seemed desirable during the summer of 1951 to have all trees sprayed by a professional who specialized in this type of activity. Again during the summer of 1952, it would appear advantageous and a matter of wise precaution to enter into a contract for another series of sprayings. Last summer each of the two sprayings cost $1603.00. It is presumed that the cost this year would not exceed $3200.00 and therefore it is recommended that approval be given for entering into a contract for this work at a total amount not greater than $3200.00.

X. SUMMARY

Favorable action is requested on the following items which will be included as a part of a complete report to be submitted to the Teachers College Board in June.

1. Approval of the additions, omissions, and alterations in connection with the summer session staff submitted at the Board meeting of March 27, 1952.

2. Approval of an additional person, Dr. Marion Miller, to the list submitted March 17, for a non-sabbatical leave for the 1952-1953 school year.

3. Approval of the continuation of the leaves of absence of Miss Marion Allen, Dr. Gladys Bartle, Mr. L. W. Hacker, Dr. Theodore Sands, Dr. Richard G. Browne, and Miss Alice Eikenberry, on a non-sabbatical basis.

4. Approval of the retirement of Dr. Charles E. Decker and Miss Edna I. Kelley as of August 31, 1952.

5. Acceptance of the resignations of Mr. John T. Carey, Miss Margaret Duncan, Miss Delma Harding, Dr. Frances Kline, Mrs. Margaret McIntyre, Dr. P. W. Purcell, Dr. Ruth Richards, Mr. Charles Slagle.

6. Approval of the changes in rank of the persons listed for promotion from faculty assistant to instructor, from instructor to assistant professor, from assistant professor to associate professor, and from associate professor to professor.

7. Approval of merit increases for Miss Margery Ellis and Miss Dorothy Hinman.

8. Approval of the appointment as a replacement of Mrs. Paz-Cielo A. Belmonte as a faculty assistant in health and physical education for women.

9. Approval of the teaching faculty on a nine months basis for the academic year 1952-1953 according to rank and salary indicated.

10. Approval of the employment of the persons listed on an academic basis for the twelve months period July 1, 1952 - June 30, 1953 at salaries indicated.

11. Acceptance of the resignation of Mr. William F. Thornton.

12. Approval of the employment of Miss Gloria Zehr and Mr. Louis Mallory.

13. Approval of the employment of the persons on the twelve months non-academic list at salaries indicated.

14. Approval of the release of $21,000.00 from the Rehabilitation and Modernization fund as authorized in Senate Bill 771.

15. Approval of entrance into a contract for the spraying of the elm trees on the campus at a cost of not to exceed $3200.00.

Respectfully submitted,

R. W. Fairchild

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING IN DE KALB, ILLINOIS MAY 19, 1952

To the Members of the
State Teachers College Board of Illinois:

The following report is submitted for the Western Illinois State College to supplement our report of April 21, 1952:

I. FACULTY

A. Merit Increases

The following faculty members have been recommended by the Salary Schedules and Retirement Committee and by the President of the College for increases on basis of merit which place them in Block A of their respective academic groups using the seven criteria recommended by the members of the Teachers College Board at the March 17, 1952 meeting and the eighth criterion proposed on April 21, 1952.

The members of our Salary Committee believe that the faculty members proposed for the A Block should be eligible for such promotion if they meet the minimum standard in their rank by September 1, 1952, the date of the proposed increase. I concur with their point of view.

Marjorie Burke

(1) She has completed the probationary period, having twenty-five years of teaching experience as follows: Park Falls, Wisconsin, public schools, 2 years; State Teachers College, Superior, Wisconsin, 9 years; Western Illinois State College, 14 years; total, 25 years.

(2) The director of the laboratory school reports
(6) that she has an outstanding record of service as a home room teacher and as a teacher in

the kindergarten. He gives her an "A" rating in teaching, cooperation, and in the operation of the laboratory school.

(3) She has earned thirty-seven semester hours beyond the Master's degree, having spent the entire year 1945-46 in graduate study at Indiana University.

(4) She serves on numerous college committees, assists with the lower grades in counseling of students, and assists with the assignment of practice teachers in the kindergarten.

(5) She has frequently appeared on state and even national programs which deal with kindergarten education. She is now advising a group in regard to the publication of a textbook in the field of kindergarten education.

C. Wix Garner

(1) He has completed the probationary period, having a total of twenty-one years of teaching experience: DeKalb High School, 5 years; Northern Illinois State Teachers College, 1 year; Western Illinois State College, 15 years.

(2) (4) Mr. Garner has charge of all the physical education majors in directing them in their academic work. He is in charge of the intramurals in the fall and winter quarters and coaches baseball in the spring. In addition he teaches three academic classes in which he does excellent work and is recommended by the department head, Ray Hanson, as being an outstanding teacher in his field.

(3) He has completed thirty and one-half semester hours of work beyond the Master's degree. This was done in 1944-45 when he took sabbatical leave to work toward the doctorate at Indiana University. He is now working on his thesis and continually proceeding in an orderly manner toward the attainment of the Doctor's degree.

(5) Mr. Garner has prepared himself in the field of educational guidance and counseling from the health point of view in the field of physical education and is doing an excellent job, as-

sisted by Mr. DiFrancesca and Mr. Clow, in counseling all the physical education majors.

(6) His work with fellow teachers, students, other departments, and college officials is very good.

Rayman Miller

(1) He has completed the probationary period, having been at Western Illinois State College for a period of twenty-five years.

(2) These points are covered by the head of his
(4) department, Wayne Wetzel, in the following
(5) quotation taken from a written report on file
(6) in my office:

"His work as an instructor, in my opinion, is of superior quality because of the desirable results he obtains from his students.

"He has always given generously of his time for his regular work as well as a number of other activities.

"I will cite one example only: The Sequel. He meets members of the Sequel Board one or two nights a week for most of the year.

"The loyalty and support he gives not only his own department but the administrative officers of the college is all the more commendable because it is not publicized.

"His professional attitude and code of ethics is of superior rank."

The Salary and Wage Committee will all agree one hundred per cent that he is respected and regarded as one of the best teachers on our faculty for the type of work in which he is engaged. In addition to what Mr. Wetzel has said, he serves on committees such as Homecoming Committee and Building and Grounds Committee, and frequently is called upon by the Business Office in the matter of selecting paper, awarding printing contracts, and setting up dummies for the college publications.

(3) Since completing his Master's degree he has completed ninety semester hours of work. Some of this was taken on university cam-

puses as academic work but over half of it was in the nature of workshops, vocational work, and trade courses for which no college or academic credit is given. In his type of teaching, namely, industrial arts, the latter experiences are very helpful and effective in making him a better teacher and understanding the problems that his students are confronted with in teaching vocational industrial arts.

Ethel Ray

(1) Her teaching record is as follows: Warren County schools, three years; Youngstown, Illinois, 2 years; Swan Creek, Illinois, 4 years; Cameron, Illinois, 1 year; Western Illinois State College, 33 years; total 43 years.

(3) She has completed 49.5 semester hours beyond the Master's degree, a year of which was taken at Boston University in 1944-45.

(2) Miss Ray is considered one of the outstand-
(4) ing individuals to assist with the orientation,
(5) counseling, and instruction of students pre-
(6) paring to teach in the upper grades in the
(7) elementary schools. This year she has 138 people whom she is counseling. She is assisted in this work by two other people in the laboratory school. She is on the committee for the I.S.S.C.P., which is our Gillespie project. She gave a special workshop, three weeks in length, at Gillespie to assist these people with remedial reading techniques. From 1937 to 1944 she was in charge of the scheduling, interviewing, organizing, and assisting with the preparation of case materials for the Institute for Juvenile Research with which organization she cooperated in respect to her work. She had charge of workshop clinics on campus: 1941 - speech; 1943 - music; 1947 - hospitalization and student health. All of these were in the field of elementary education. She has had charge of the Y.W.C.A. advisory board since 1942.

She has life memberships in N E.A., I.E.A., and the Association for Childhood Education

International. She has served as secretary and finance chairman for the Illinois State Association for Childhood Education and is faculty sponsor for the Western Illinois State College A.C.E. She is a member of American Association of University Women, American Association of University Professors, Kappa Delta Pi, Pi Lambda Theta, Delta Kappa Gamma, Association for Supervision and Curriculum Development, National Council of Teachers of English, National Council for Social Studies, American Speech and Hearing Association, National Society for Crippled Children and Adults, McDonough County Society for the Crippled, Business and Professional Women's Club.

Roy M. Sallee

(1) He has completed the probationary period, having been at the Western Illinois State College for twenty-six years.

(2) (6) Dr. Mary Bennett, head of the Biology Department, has written as follows concerning Mr. Sallee's work: "He has done notable work in the direction of field courses and in assisting with visual education, especially in its application to science courses. Student publications and college public relations have continuously benefited from Mr. Sallee's interest, skill, and untiring efforts relating to photography. Mr. Sallee is inspirational in his teaching. His friendliness and cooperativeness are evidenced by the cordial relationships with his associates, his students, and especially in those with alumni of the institution."

(3) During the time he has been at Western he has completed work for the Master's degree and thirty-six semester hours beyond the Master's. Ten semester hours of the thirty-six have been completed within the last three years.

He has carried on a continuous research project which deals with the life cycles, habits, and destructive and productive phases of insects.

(4) His special interest and work outside the classroom is assisting with the visual education and photography activites of the college. He spends many hours assisting the registration committee each year in regard to photographing each individual student, and filing and tabulating the pictures.

(7) As pointed out by Dr. Bennett his enthusiasm and spontaneity in regard to teaching and preparation for the same is excellent. It is primarily, of course, in the field of biological science, but he has a well-rounded background and perspective of the needs of teachers in general.

Jennette N. Terrill

(1) She has completed the probationary period, her teaching record being as follows: Fulton County rural schools, 1 year; Canton Grade School, 1 year; Canton High School, 8 years; University of Wisconsin, 2 years; Western Illinois State College, 17 years; total 29 years.

(2) These items are summed up in the comments
(4) made by Mr. Horrabin, principal of the lab-
(5) oratory school: "Miss Terrill has long been
(6) recognized as an outstanding teacher of Gen-
(7) eral Science. This year she has assumed the duties of a home room teacher and counselor for the 8th grade. In this assignment, she has been very successful, having demonstrated great skill and patience in helping that group solve its problems. Her work with Visual Education services has been of great value to the general teaching of the laboratory school. Her sense of loyalty to her work and to the school makes her a valuable staff member. She has given a great amount of her time to outside activities both in the high school and the elementary school.

"The fact that Miss Terrill was honored as president for 1952-53 of the Western Division of the Illinois Education Association indicates the high regard which teachers have for her personally and for her work."

(3) She has completed 49 semester hours on the graduate level beyond the Master's degree in the sixteen years she has been at Western.

Vincent DiFrancesca

(1) He has completed the probationary period. His teaching record is as follows: Instructor and coach, U.S. Army Air Force, 3 years; Kenilworth, Illinois, public schools, 1/4 year; Austin High School, 1/2 year; Coalinga Junior College, 3/4 year; Western Illinois State College, 4 years, total 8-1/2 years.

(2) When he came to Western we had won one conference game in football in four years. The first year he was at Western we won the conference championship without losing a single game. In the last three years he has won twenty-three games and lost three. He did not have any new material the first year he was at Western; they were the same players who had participated the previous year. The second summer he was here his ability to teach students how to coach football brought coaches not only from Illinois but from neighboring states to enroll in his class in the theory and teaching of football. In fact, he had adverse criticism from our sister institutions as we were accused of having summer football practice whereas it was a class of high school coaches being taught how to teach football better; not a single one of our regular students was registered in the course during the summer.

He is also an excellent instructor in physical education and is primarily interested in the health, welfare, and general improvement of teaching in athletics as a whole rather than, as is frequently assumed, the winning of football games.

(3) He has completed twenty-eight semester hours of graduate work since becoming a member of Western's faculty. He is co-author of a football book and has written articles on athletics and football for educational magazines.

(4) He is in demand a great deal as a speaker for civic, social and athletic meetings. In the fall of 1951 he was the chief speaker for the Quarterbacks Club in Chicago. In 1951 he was selected as the coach of the year for the small colleges of the United States. He has assisted frequently with workshops in physical education, and we receive many requests for him to talk to the seniors in high schools about going to college to prepare to become teachers.

(5) He has the ability, respect, cooperation of the
(6) students, faculty and individuals in the community. Always he is willing to cooperate with the college, other departments, faculty colleagues, the profession in general, and the welfare of the college and community, which the college serves, namely, the entire state.

(7) His special interest is to see that students in physical education have a well-rounded educational background irrespective of the field in which they may be majoring. He is assistant intramural director during the winter and spring quarters and does as good a job in helping run the various tournaments in basketball, tennis, golf, and bowling, as he does in teaching his classes or instructing the boys in football techniques.

Oren Gould

(1) He has completed the probationary period, having eighteen years of successful teaching as follows: Exline, Iowa, 1 year; Moravia, Iowa, 3 years; Lake Forest, Illinois, 8 years; Highland Park, Illinois, 1 year; Vandalia, Illinois, 1 year; Western Illinois State College, 4 years.

(2) The teachers college high school did not have a good band in 1948. The first year after he came to Western he spent in building up the band. The second year his Western High band won first place in the state in Class D. The third year he won first place in Class D. This year, due to a larger enrollment in the high school, his band competed in Class

C, and he placed twelve students to compete in the state finals.

(3) In the four years he has been at Western he has completed 13-2/3 semester hours beyond his Master's degree. He has written articles for educational magazines in his field. He has served on a committee which published a special music bulletin setting forth teaching techniques in music. He is a member of state and national educational and musical organizations. Administrators in our area of the state frequently write letters after his musical group has given a concert or taken part in state contests pointing out what a good job he is doing in the field of teacher-education.

(4) He takes part in many community, county, and state educational activities which have to do with teaching of music. He also is very active in many community activities, both civic and social.

(5) The head of the music department, his faculty associates and educators in the area all respect him very highly for his teaching ability.

(6) His willingness to cooperate with the administrators of the college, other departments, faculty colleagues, and public schools in the area is very good.

(7) His special interest is orchestra and band from the teaching point of view in order to prepare teachers for the public schools.

B. List of sixteen faculty persons with salary schedule for the academic year of thirty-six weeks beginning September 1, 1952, to be paid from appropriation for Personal Services, General Revenue Fund, which was not acted upon at the April 21, 1952 meeting:

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Assistant Professors				
Ave, Harold C.	A. M.	Health & Asst. Dean of Men	$ 5,040.00	$ 5,040.00
Burke, Marjorie	A. M.	Lab. School	4,995.00	5,310.00
Sallee, Roy M.	M. S.	Biology	5,040.00	5,310.00

Name	Degree	Department	Salary 1951-52	Salary 1952-53
Assistant Professors (Continued)				
Scott, Elna	A. M.	Lab. School	5,040.00	5,040.00
Garner, C. Wix	A. M.	Phys. Educ.	4,950.00	5,130.00
Miller, Rayman	A. M.	Industrial Arts	4,950.00	5,130.00
Ray, Ethel	A. M.	Education	4,950.00	5,130.00
Terrill, Jennette	Ph. M.	Lab. School	4,950.00	5,130.00
Horrabin, H. Waldo	M. S.	Lab. Schl. Prin. and Chem.	5,085.00	5,085.00
Donley, Margaret	A. M.	Lab. School	4,950.00	4,950.00
Evans, Cecile	A. M.	Library	4,950.00	4,950.00
Pence, Helen	A. M.	Lab. School	4,950.00	4,950.00
Roberts, Alvin B.	A. M.	Visual Educa.	4,770.00	4,950.00
Instructors				
DiFrancesca, Vincent	B. S.	Phys. Ed.	4,500.00	4,860.00
Gould, A. Oren	M. M.	L. S. (Music)	4,500.00	4,860.00
Cordell, Howard	M. S.	L. S. (Library)	3,735.00	3,780.00

C. Mr. Howard Cordell, whose resignation was submitted in the March 17, 1952 report, has withdrawn the same and will be employed again next year as high school librarian.

II. OTHER SCHOOL EMPLOYEES

A. Classified employees for 1952-53 for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund:

Name	Pay Roll Title	Salary 1951-52	Salary 1952-53
Office			
Burress, Edna	Office Supervisor	$3,720.00	$4,200.00
Pogue, Jeanne	Secretary, Level II	3,360.00	3,840.00
Bakas, Peter R.	Jr. Purchasing Asst.	1,750.00 (7)	3,600.00
Bishop, Lucile	Chief Clerk, Level I	3,192.00	3,372.00
Kator, Dolores	Asst. Registrar	3,312.00	3,312.00
Newman, Polly	Clerk II	2,035.00(11)	2,460.00
Phelps, Mary E.	Asst. Cashier	2,035.00(11)	2,460.00
Ring, Alice	Clerk Stenographer I	2,244.00	2,424.00
Bartels, Louise	Clerk Stenographer I	990.00(6)	2,400.00
Hambly, Joan	Switchboard Operator	2,244.00	2,400.00
Nooner, Janet R.	Clerk Typist I	2,244.00	2,400.00
Potter, Evelyn R.	Clerk Stenographer I	2,184.00	2,364.00
Barry, E. Luan	Bookkeeping Mch. Opr. I	962.50(5½)	2,340.00
Sherer, Anita L.	Clerk Stenographer I	2,112.00	2,292.00
Burnham, Alice C.	Clerk Stenographer I	595.00(3½)	2,100.00
Pennington, Peggy J.	Clerk Stenographer I	1,866.00 (11-2/3)	2,100.00

Name	Pay Roll Title	Salary 1951-52	Salary 1952-53
Print Shop			
Swanson, Wendell	Faculty Assistant	2,275.00(7)	3,900.00
Health Service			
Thompson, Edithe N.	Health Service Nurse	3,232.00	3,612.00
Herndon, Helen	Health Service Nurse	2,760.00 (10-1/2)	139.50 (1/2)
_____	Health Service Nurse		3,600.00
Residence Halls			
* Crabill, Alice	Res. Hall Director	3,720.00	3,900.00
* Dunmore, Virginia	Asst. Res. Hall Director	3,420.00	3,600.00
Cafeteria			
George, Olive	Food Service Supervisor	2,773.00	2,952.00
Total			199,685.50

* Plus $50 maintenance.

III. SUMMARY

The approval of the Teachers College Board is requested for the following recommendations:

A. Merit increases, which place the individuals in Block A of their respective academic groups, effective September 1, 1952, for Miss Marjorie Burke, Mr. C. Wix Garner, Mr. Rayman Miller, Miss Ethel Ray, Mr. Roy M. Sallee, Miss Jennette N. Terrill, Mr. Vincent DiFrancesca, and Mr. Oren Gould.

B. List of sixteen faculty persons with salary schedule for the academic year of thirty-six weeks beginning September 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund.

C. Withdrawal of the resignation of Mr. Howard Cordell as submitted in the March 17, 1952 report.

D. Classified employees with salary schedule for twelve months beginning July 1, 1952 to be paid

from appropriation for Personal Services, General Revenue Fund.

Respectfully submitted,

F. A. BEU,
President

SUPPLEMENT TO REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING IN DE KALB, ILLINOIS MAY 19, 1952

To the Members of the
Teachers College Board of Illinois:

The following proposed campus improvement project, which will require an expenditure in excess of $1,000, is presented for the consideration of the Board:

Purchase of Library Shelving

Double faced, free standing, white oak, light finish, 6'10" high, 36" wide, 8" deep - five initial units and ten additional units.

Bids were received as follows:

Miner Book Store, Macomb, Illinois..	$1,444.50
John E. Sjostrom, Philadelphia, Pa...	1,715.00
Library Bureau, Chicago, Illinois.....	1,689.75

Acceptance of the low bid of the Miner Book Store, Macomb, is recommended.

Respectfully submitted,

F. A. BEU,
President

REPORT OF THE NORTHERN ILLINOIS STATE TEACHERS COLLEGE To be presented at the meeting of the Teachers College Board at DeKalb May 19, 1952

To the Chairman and Members of the Teachers College Board:

Ladies and Gentlemen: I have the honor to submit the following report:

FACULTY

1. Resignation

   Dr. Phyllis Plichta, associate professor, Department of Education, effective at the close of the summer session, 1952.

2. Death

   Miss E. Louise Adams, emeritus member of the faculty who had been living for many years in Jordan, New York, died on May 15. She was a supervising teacher at the McMurry Laboratory School from 1907 until 1936. Miss Adams was the last member on the old emeritus plan, so Northern now has no one receiving retirement salary under that plan.

3. Replacements - Summer Session, Only

   The following positions were approved by the Board at the March 17 meeting but the information was incomplete at that time:

   a. Workshop for Elementary Teachers - Elgin

      1. Mrs. Ethel Koser Swanson, Instructor, at a salary of $680 for six weeks including participation in planning sessions of the staff. Mrs. Swanson has her master's degree from Teachers College, Columbia University and has done further graduate work at the Universities of Colorado and California. She has had 16 years' experience and is now teaching in the Rockford schools. Four years ago she taught in our elementary education workshop.

2. Mr. Paul Harris, instructor, at a salary of $650 for six weeks. Mr. Harris has his bachelor's degree from Ohio State University, his master's degree from the University of Chicago and in addition, has studied at the Maryland Art Institute, Johns Hopkins University, and Penn State College. He is art supervisor in the Waukegan Public Schools and will serve as art demonstration teacher at the workshop.

b. Workshop for Elementary Principals - DeKalb

1. Mr. Kenneth Hammer, instructor, at a salary of $300 for 2-1/2 weeks. Mr. Hammer has his master's degree from the University of Colorado and has done further graduate work at the University of Illinois. He is superintendent of the Morris Public Schools

2. Mr. Leslie Lofdahl, instructor, at a salary of $350 for 2-1/2 weeks. Mr. Lofdahl has his master's degree and an additional year of graduate work and has served on our workshop staff for the past two years. He is principal of the Kishwaukee School in Rockford.

3. Mrs. Lizzy McReynolds, instructor, at a salary of $300 for 2-1/2 weeks. Mrs. McReynolds has her master's degree from the University of Illinois and is an elementary school principal in the Urbana Public Schools. She was a student in the workshop during the summer of 1951 and is thoroughly familiar with the work.

c. Health Workshop

Miss Helen F. Munro, instructor, at a salary of $660 for six weeks. Miss Munro has her master's degree in health education from Columbia University and is an experienced teacher in this field. For the past several years she has been supervisor of health and physical education in the public schools of Superior, Wisconsin.

d. Campus Staff - Summer Session, Only

1. Mr. William B. Storm, formerly head of the Mathematics Department, now retired, to teach one course during the summer session at a salary of $210 per month for two months. The

Retirement Act provides that the retirement annuity shall cease during the period for which salary is payable except where salary is paid in an amount less than the retirement annuity. The college is in need of a person to assist in the Mathematics Department to teach only one course and from the standpoint of economy, the employment of Mr. Storm is desirable both to the college and to him.

2. Miss Elizabeth Thompson, faculty assistant, at a salary of $700 for the summer session, replacing Miss Maurine Bloomster who is now on leave of absence from the McMurry Laboratory School. Miss Thompson has been handling Miss Bloomster's work since March 14, 1952.

3. Mr. George Acker, faculty assistant, at a salary of $150 per month for two months to help with the summer recreation program and to teach tennis.

4. Replacements - Regular Year

a. Mr. Ralph D. Wilson, assistant professor, Department of Business Education, at a salary of $4770 for nine months beginning in September. Mr. Wilson has his bachelor's degree from Eastern Illinois State College, his master's degree from Indiana University and expects to complete the work for his doctor's degree in June, 1953 at the State University of Iowa. He has had successful teaching experience at MacMurray College, Jacksonville, Illinois and at the State University of Iowa. He has also had industrial experience and served as an officer in the Navy. Mr. Wilson is replacing Dr. Cleo Casady who resigned.

b. Mr. Elwood Haseman, faculty assistant, Office of Public Relations, at $150 per month for half time beginning June 1 for twelve months. Mr. Haseman will receive his bachelor's degree from Northern Illinois State Teachers College on June 1 and has been editor of the college newspaper. He will work during the time Mr. William Froom, assistant director of public relations, is away on leave of absence. This position has previously been approved by the Board.

c. Mr. Milton D. West, faculty assistant, Office of Public Relations, at $150 a month for half time for twelve months. Mr. West has been working on a part-time basis and will continue during the time Mr. Froom is on leave of absence. This position has previously been approved by the Board.

5. New Positions - Previously Approved by the Board

a. Miss Geneva Nay, instructor, Department of Business Education, at a salary of $4140 for nine months beginning in September. Miss Nay has her bachelor's degree from Iowa State Teachers College, her master's degree from the State University of Iowa, has had eleven years of secretarial experience, taught two years in high school and two years in college. She has filled leave of absence positions at Western Illinois College and at Illinois State Normal University. This position was approved at the April 21, 1952 meeting of the Board.

b. Miss Lou Ellen Rouch, instructor, chaperone for the field trip to be conducted this summer by the Department of Earth Science, at a salary of $800 for eight weeks. Miss Rouch has her bachelor's degree from Wheaton College, her master's degree from Purdue University, and is currently working on her doctorate at the University of Tennessee. She is on leave of absence from Bryan University, Dayton, Tennessee. This position was approved at the March 17, 1952 meeting of the Board.

6. Changes and Additions to Board Report of April 21, 1952

a. Leave without Salary

1. Miss Helen S. Moor, dean of women, leave without salary for the month of July. Miss Moor plans to take her vacation during the last three weeks in June (with salary) and the month of July (without salary), returning to the campus August 1.

2. Mrs. Isabel Cash, assistant dean of women, employed half time, to serve full time during the month of July in the absence of Miss Moor.

b. Corrections to Faculty Payroll

1. Dr. Lewis McFarland and Dr. Margaret Wood,

professors, Department of Speech, promoted from associate professors to full professors at a salary of $5490 each for nine months which is the minimum salary for that bracket. Both salaries for 1952-1953 had been listed as $5085.

2. To be added to Associate Professor List (Page 13 to April 21 Board report) - nine months

Baker, Orville S.	Ph. D.	English	4860	5040
Bullington, Robert	Ph. D.	Biological Science	4860	5040

Both Dr. Baker and Dr Bullington are regular faculty members - these names had been inadvertently omitted from the list.

c. Change of Status

1. Miss Patricia Brauel, director of Williston Hall, to be promoted from instructor to assistant professor if, by September 1, 30 or more semester hours beyond the master's degree have been completed. There will be no change in Miss Brauel's salary.

2. Miss Elizabeth Seeger, from assistant director of Williston Hall at $3325 for 9-1/2 months plus maintenance, to director of Adams Hall at $3515 for 9-1/2 months plus maintenance. As a matter of economy, Adams Hall will be operated as one unit beginning in September.

3. Mrs. Gladys Philpott, director of Adams Hall, North part-time and instructor, Department of Education part-time at a salary of $4085 plus maintenance for 9-1/2 months, to instructor full time, Department of Education, at a salary of $4365 for nine months. This meets with Mrs. Philpott's desires and the approval of the Department of Education which is greatly in need of her services. The Department is losing Dr. Helen R. Messenger (retirement) and Miss Bernice Roth (leave of absence for study) and the college is not planning to replace these persons. It is impossible for the Department to absorb all the work of these two persons without curtailing extension offerings which are in great demand. Ninety percent of the graduate

students are majors in this field and the graduate student load will increase this next year.

d. Permission to Employ the Following

1. Replacement - Assistant Director, Williston Hall

Permission to employ an assistant Director of Williston Hall, full time. With the transfer of Miss Elizabeth Seeger to Adams Hall and the transfer of Mrs. Gladys Philpott full time to the Department of Education, and with Mrs. Isabel Cash working only half time, we are short an assistant director in Williston Hall. This position is a replacement for Miss Seeger.

2. Exchange Teacher

Approval for accepting an exchange instructor from England to teach in the Education Department, replacing Mrs. Gladys Philpott who may go to England to teach. This exchange teacher would be accepted only if her credentials proved to be satisfactory. We have not yet heard from Washington whether or not this arrangement has been approved. If the exchange is satisfactory, there would be no cost to the college, nor would it make a difference in the number employed. We would pay Mrs. Philpott's salary and the English college would pay the exchange person.

Recommendation for Merit Promotion Into Block "A"

The administrative Council considered very carefully the names of eight persons who will be unable to receive an increment of $20 per month if they are not moved into Block "A". After very careful consideration, promotion was recommended for Mr. Loren T. Caldwell, associate professor, Miss Minerva Pepinsky and Mr. Lawrence C. Secrest, assistant professors. The reasons for these promotions are given below. The following people were considered for promotion by the Council but are not recommended at this time:

Mr. Edward F. Edel, Industrial Arts
Mr. Ralph McKinzie, Physical Education for Men

Mr. Charles Rohde, Biological Science
Mr. Wilbur Smith, Music
Miss Mary Jane Seed, Home Economics

Associate Professor - Promotion into Block "A" - Mr. Loren T. Caldwell

1. Acting head of the Earth Science Department, on leave to work on doctorate at Indiana University. M.A. and 64 semester hours in geology from the University of Chicago. Now completing work on Ed.D. degree. Twenty-three years on faculty at Northern.

2. Has shown exceptional interest in the problems of teaching. Has spent considerable time visiting both elementary and high schools to study science curricula and problems of teaching. Has worked to develop methods designed to make science teaching more functional than it generally has been. Has sought out the Social Science and Education Departments to secure their aid in developing courses in geography and geology which would be integrated with the offerings of other departments. Dr. Howard Gould, head of the Department of Physical Sciences, under whom Mr. Caldwell worked for many years, commends the quality of his teaching ability highly. Has been successful in developing a great deal of interest in the earth sciences among the students during the years he has been on the staff.

3. During his first ten years on the staff, Mr. Caldwell carried on considerable research. Papers were published as follows:

   "The Pre-glacial Topography and Stratigraphy of the DeKalb-Sycamore Quadrangles" -- 1939

   Contribution to the Illinois State Geological Survey Bulletin with the title "Strippable Coal in the Western Illinois Area" -- 1937

   "The Carbon Content of the Sediments from the Barataria Bay Region" - The Journal of Sedimentary Petrology" -- 1939

Article in Illinois Education on teaching conservation -- 1950

At the present time he is working on his doctorate and expects to complete the thesis some time during the next college year, 1952-1953.

4. Has accepted many educational responsibilities outisde the classroom and consistently carried them out successfully. For example, in 1950 he served on the following committees:

   Chairman, Air Age Education Conference
   Graduate Study Committee
   Faculty Salary Committee
   Science Teacher-Training Committee, Midwest Conference of Teachers Colleges
   Consultant Team for Curriculum Development for the DeKalb Public Schools (one of the Illinois Secondary School Curriculum projects)
   Audio-visual Education
   State Committee for In-service Training in Conservation
   Student Activities Fund Committee (several years)

5. Appointed acting head of the Earth Science Department when that department was created two years ago. He shows every evidence of alert leadership, sound scholarship, and fine skill as a teacher. His work in the field of soil conservation, bringing to teachers in the field, effective methods of presenting the subject in the public schools, has been noteworthy.

6. Through the years, Mr. Caldwell has demonstrated many times his desire and ability to cooperate effectively with his colleagues and the administration. He has served the cause of teacher preparation with devotion and intelligence.

Assistant Professor - Promotion into Block "A" - Miss Minerva Pepinsky

1. Assistant Professor, music supervisory teacher in McMurry Laboratory School. B.A. and B.S. in music; M.A. in music. Studied music one year at the University of Berlin, Germany

and spent much time taking private lessons. Thirty-six semester hours' graduate work beyond the master's. Five years on faculty at Northern; eleven years' teaching experience in public schools and at Duluth (Minnesota) Teachers College.

2. Miss Pepinsky is one of the top laboratory and demonstration teachers on our staff. She is unusually well versed in her special field of music, and her education, together with her effervescent personality and most evident liking for children, combine to make her a splendid teacher. Maintaining an interest in music among adolescent children, particularly boys, is always difficult. Her principal says, "She has had more success at it than any other music specialist I have known, and I believe the quality of the product is excellent." She did all of the demonstrations for a day's music clinic, held by the Music Department for classroom music teachers of this area.

3. Earned 6 semester hours of graduate credit in Education since 1949. In addition, she studied voice at the Philadelphia Musical Academy in the summer of 1949 (2 lessons a week for 8 weeks). Also studied voice at the American Conservatory in Chicago during the first part of the summer and autumn quarter, 1951. Both of the latter endeavors were non-credit, a personal wish to up-grade her own skill as a performer.

   Miss Pepinsky maintains the usual memberships in NEA, IEA, and Music Teachers National Association. She had two and one-half years' war-time experience in music therapy in Red Cross hospital work, which apparently led her to do a bit of research this last autumn which became the substance of a paper read at the Music Teachers' National Association convention in Dallas in February, 1952.

4. Miss Pepinsky has always been quick to volunteer her help with any school or college project. In the laboratory school she exhibits the same enthusiasm in seeking and accepting opportun-

ities for participation of children's music groups. These performances take out-of-school time which she gives generously. She has herself appeared as soloist, or in recital, from time to time. She is sponsor for the local chapter of Sigma Alpha Iota, national professional music sorority and secretary of the Education Division of the faculty.

5. Promise for the future lies in the things mentioned above which is promising, indeed. She shows no evidence yet of settling down to rest on her laurels.

6. Miss Pepinsky is adaptable, does not take offense easily, is quick to be enthusiastic and helpful with the other person's idea or project. Her colleagues and principal have found her easy to work with. Dr. Stuart Fink, principal at McMurry, commends her for an exceptional ability to work with people.

   She has been helpful in the community, serving as soloist at churches, for church and other organizations, and for radio. She has served many community organizations in bringing children's groups to participate in their programs. She taught music at the Lovell School for four years, when requested. It was not a service for which she was employed, but a responsibility which she accepted without demur.

7. When Miss Pepinsky was first employed, she made a point of her interest in this position because of its teacher training aspects. There has been no reason to doubt nor criticize her genuine enthusiasm for working with student teachers. She is a very effective supervisor of student teachers.

<u>Assistant Professor - Promotion into Block "A" - Mr. Lawrence C. Secrest</u>

1. Assistant Professor, Industrial Arts. M.A. 1949 - 58 semester hours beyond master's degree. Is working on doctoral thesis. Ten years on faculty at Northern with several years' successful teaching in Ohio high schools.

2. The head of his department (Mr. Milo T. Oakland) recommends him as an outstanding

teacher and demonstrator of good teaching techniques. Before he came to Northern, he was cited by the Industrial Arts Department of Ohio University as having developed an outstanding program for small high schools. He has, through great effort and much "over time" work, built a metals laboratory and program that has attracted attention throughout northern Illinois. Students like him, respect him, and work hard for him. His services have been sought by a number of colleges and universities, the latest being Ball State.

3. Mr. Secrest is continuing his graduate study. Two years ago he spent a year at Ohio State University and is now working to complete his thesis. He has been continuously active in the professional organizations in his field. This spring he will participate in the programs of three organizations: The Illinois Vocational Association Convention - The American Industrial Arts Association Convention - and a two-state meeting at the University of Illinois.

4. Mr. Secrest's services are sought regularly by school principals and superintendents to help them organize their industrial arts physical plant and plan their teaching program. His own shop is considered a model by experts in the field.

   During the past few years about 20 school systems have used his shop plans. On a number of occasions, superintendents have expressed their appreciation for the valuable assistance given them. Part of this service is rendered on school time, but much of it is done evenings and Saturdays. Probably one of Mr. Secrest's main difficulties is his inability to say "no". The result has been difficulty finding the necessary time to work on his thesis. The head of his department says, "He is one of the hardest workers I have known in the teaching profession."

5-6-7. Mr. Secrest is a very willing worker, and holds to high professional standards in his relations with students, colleagues, and the administration. He is untiring in his efforts to improve industrial arts education, not only in this col-

lege, but in the public schools. He has an unusual fund of information and skill in mechanics, backed by practical experience which serves him well in his teaching experience.

The following salaries are recommended for the people listed below who are recommended for merit promotion into Block "A" -

Associate Professor

Caldwell, Loren T.	M. A. &	Earth Science	2812.50 L	5940 A

Assistant Professor

Secrest, Lawrence	M. S.	Industrial Arts	4860 **	5310 A **
Pepinsky, Minerva	M. A.	Supervising Tchr.	4905	5130 A

The following salaries are recommended for the people listed below who are not recommended for merit promotion into Block "A" at this time -

Assistant Professor

Edel, Edward F.	M. S.	Industrial Arts	4860	4950
McKinzie, Ralph	M. A.	Physical Education	4860 *	4950 *
Rohde, Charles	M. S.	Biological Science	4860	2475 L
Smith, Wilbur	B. Mus. Ed. &&	Music	4860	4950
Seed, Mary Jane	M. A.	Home Economics	4815	4950

SUMMARY: Approval is requested on the following:

1. Acceptance of the resignation of Dr. Phyllis Plichta.
2. Appointment of Mrs. Ethel Koser Swanson and Mr. Paul Harris for the workshop for elementary teachers at Elgin at the salaries indicated.
3. Appointment of Mr. Kenneth Hammer, Mr. Leslie Lofdahl, and Mrs. Lizzy McReynolds for the workshop for elementary principals at the salaries indicated.

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* To be extended at regular monthly rate for 9-1/2 months

** On 12 months basis extended at the regular monthly rate when employed for summer school - otherwise, employed 10 months at regular monthly rate

L Leave at half salary

& Acting head of department

A See section dealing with Block "A"

&& Equivalent to master's degree

4. Appointment of Miss Helen F. Munro for the health workshop at the salary indicated.

5. Appointment of Mr. William B. Storm under the conditions indicated.

6. Appointment of Miss Elizabeth Thompson for the summer session at the salary indicated.

7. Appointment of Mr. George Acker for the summer session at the salary indicated.

8. Appointment of Mr. Ralph D. Wilson for the college year 1952-1953 at the salary indicated.

9. Appointment of Mr. Elwood Haseman and Mr. Milton D. West on a half time basis at the salaries indicated.

10. Appointment of Miss Geneva Nay for the college year 1952-1953 at the salary indicated.

11. Appointment of Miss Lou Ellen Rouch for the summer session as indicated.

12. Leave of absence for Miss Helen S. Moor without salary for the month of July.

13. Employment of Mrs. Isabel Cash full time during the month of July.

14. Correction of salary for 1952-1953 for Dr. Lewis McFarland and Dr. Margaret Wood as indicated.

15. Addition of Dr. Orville S. Baker and Dr. Robert Bullington to the associate professor list as indicated.

16. Promotion of Miss Patricia Brauel from instructor to assistant professor under the conditions indicated.

17. Change of status for Miss Elizabeth Seeger under the conditions indicated.

18. Change of status for Mrs. Gladys Philpott under the conditions indicated.

19. Permission to employ an assistant director of Williston Hall as indicated.

20. Acceptance of an exchange teacher from England to teach in the Department of Education under the conditions indicated.

21. Approval of salaries for two of the following three persons: Mr. Loren T. Caldwell, Mr. Lawrence C.

Secrest, and Miss Minerva Pepinsky (merit promotions into Block "A") as indicated.

22. Approval of salaries for Mr. Edward F. Edel, Mr. Ralph McKinzie, Mr. Charles Rohde, Mr. Wilbur Smith, and Miss Mary Jane Seed as indicated.

Respectfully submitted,

Leslie A. Holmes
President

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Northern Illinois State Teachers College
DeKalb, Illinois
May 19, 1952

The regularly scheduled meeting of the Teachers College Board and the college Presidents convened at 9:00 A.M. (D.S.T.) in the Science Building on the campus of Northern Illinois State Teachers College, DeKalb, Illinois.

Chairman Wirtz called the meeting to order, roll was called, and the following members voted present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Vernon L. Nickell
Dr. Joseph Pois
Dr. Noble J. Puffer
Dr. William C. Reavis
Dr. Lester O. Schriver
Mr. R. A. Stipes, Jr.
Mr. Lewis M. Walker

Also present were the following:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Mr. J. M. Grigsby, Business Manager
Western Illinois State College

Dr. L. A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the approval of the minutes of the meeting of April 21, 1952.

Mr. Austin moved that the minutes of the meeting of April 21, 1952, be approved as submitted. The motion was seconded by Mr. Nickell, and unanimously carried.

Mr. Nickell moved that no member of the faculties of any of the colleges under the supervision of the Teachers College Board be permitted to work for credit in the college in which he works at the time while he is employed full time. The motion was seconded by Mr. Schriver, and unanimously carried.

It was the general feeling that it should be a matter of record in the minutes that a study was being made by Dr. Browne of the workings of the faculty committees at the four colleges, and that a report would be made to the Board at a later date.

UNFINISHED BUSINESS

Some time ago Dr. Holmes had requested permission to bring before the Board some authoritative person to speak on the subject "Field Camps in Teacher Education."

Dr. Holmes presented Mr. Julian Smith, Assistant Superintendent of Public Instruction of the State of Michigan, who spoke at some length on the type of activity that is being carried on at their camps in Michigan, and praised the start that Northern has made in the acquisition of the Lorado Taft Area. He cited a number of

uses that can be made of these camps, and mentioned several other states that have ventured upon such a program.

Mr. Wirtz thanked Mr. Smith for coming and speaking to the Board on this trend in education.

At the last meeting the Board had referred to the Faculty Salary Schedule Committee for their consideration and recommendation an additional criterion to be added to the seven (7) previously adopted by the Board.

In Part One of Dr. Browne's Report No. 9 he quotes their report in which they unanimously adopted the following statement of criterion: "That the candidate for the "A" Block must satisfy the professional training requirement of his rank by the time his new salary goes into effect."

Following some discussion Mr. Bohrer moved that we add the aforequoted criterion to the list previously approved by the Board at the meeting on March 17, 1952. The motion was seconded by Mr. Puffer, and unanimously carried.

REPORTS OF OFFICERS OF THE BOARD

Dr. Browne presented his Report No. 9 as Executive Officer and Educational Coordinator which was divided into three parts; namely, Part One - Merit Increases for Faculty Members; Part Two - Suggestions Concerning Union Recognition, Negotiations, and Agreements; and Part Three - Review, Suggestions, and Recommendations Regarding Operations of Central Office.

With regard to Part One of Dr. Browne's Report No. 9 and in conjunction with this matter of merit increases for faculty members, Mr. Bohrer reported that at a meeting of the Salary Schedule Committee it was the opinion of most of the group that next year we may insist on sticking to the $20 per month jump, except in a very small percentage of the cases. Also, there should be a little more restriction in piercing the ceiling of Block "B".

Following this preface Mr. Bohrer moved that the number of faculty members at each college who can be advanced this year into Block "A" of the Salary Schedule shall not exceed 25% of the number, who, by receiving the normal salary increase ($20 per month), would exceed the top of Block "B", and that the Salary Schedule be given further study in conjunction with the Faculty Salary Com-

mittee. The motion was seconded by Mr. Stipes, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

With regard to Part Two of Dr. Browne's Report No. 9 and following much discussion Mr. Pois moved that in determining any problems relating to negotiations of prevailing wages that such question be referred to the University Merit Board for determination. The motion was seconded by Mr. Walker, and unanimously carried.

With regard to Part Three of Dr. Browne's Report No. 9 it was requested that the Board merely approve of conferences of the business managers, the Central Office staff, and the survey staff to advise on the best methods for carrying out these recommendations. Without specific Board action this request was granted.

Mr. Lanphier presented his report as Financial Coordinator by calling attention to the serious condition in connection with Senate Bill 771, which appropriated money for rehabilitation and modernization work. He advised that Western and Northern have encumbered their appropriated funds to what he considers a safe place. Eastern and Normal, however, have encumbered such a small amount of their appropriated funds that he fears, very much, that unless very decisive steps are taken that the funds appropriated will not be used, and both schools need them badly.

It was the consensus of opinion that a meeting should be called with General Smykal, the Department of Finance, and a representative from the Central Office of the Teachers College Board to discuss the problem at hand with a view toward alleviating the existing condition.

REPORTS OF PRESIDENTS

Dr. Buzzard presented his report on Eastern Illinois State College.

Following some discussion Mr. Walker moved that the report be approved with the exception of Items 3 and 5 in the SUMMARY appearing on Page 8. The motion was seconded by Mr. Schriver, the roll was called, and the vote was as follows:

Mr. Austin	Nay
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Nay
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was carried by a vote of eight to two.

Dr. Buzzard then presented plans and specifications from the Chance S. Hill organization for the landscaping around the residence halls and was recommending approval of the plans. However, there seemed to be some question with regard to the specifications.

Following much discussion Mr. Walker moved the approval of the plans and specifications with the provision that the specifications be submitted to the Attorney General to see how legally firm the contract that would ultimately be written covering the specifications would be.

The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Fairchild presented his report on Illinois State Normal University with the request that the following corrections be made: On Page 2, under the sub-heading 3. "Returning from Leaves," the name of Alice Eikenberry should be eliminated;

On Page 3, under the sub-heading 4. "Continuing on Leave," the name of Alice Eikenberry should be inserted;

On Page 4, Item (3) under sub-heading 8. "Temporary Employment Terminated," should be stricken from this report;

On Page 4, sub-heading 9. "Changes in Rank," should be temporarily deleted from this report.

Following much discussion Mr. Schriver moved that the report be approved as amended. The motion was seconded by Mr. Puffer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Beu presented his report on Western Illinois State College with the request that the following corrections be made:

On Page 1, under the heading "1. Faculty," the name of Harold C. Ave should be deleted from this report;

On Page 3, under the heading "1. Faculty," the name of Elna Scott should be deleted from this report;

On Page 11, the 1952-53 salaries for Harold C. Ave and Elna Scott should be the same as their salaries for 1951-52;

On Page 13, beginning with the classification "Building Maintenance" and continuing on Page 14 through the classification "Transportation," all names listed therein should be stricken from this report, and the entire Page 15 should be deleted;

On Page 16, the names of Harold C. Ave and Elna Scott should be stricken from Item A. under the heading "III. Summary," and Item E. under the heading "III. Summary," should also be stricken from this report.

Mr. Schriver moved that the report be approved as amended and subject to Vincent DiFrancesca receiving his master's degree by September, 1952. The motion was seconded by Mr. Pois, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes presented his report on Northern Illinois State Teachers College with the request that on Page 10 under the heading "Summary," Item 21 should read as follows: "Approval of salaries for two of the following three persons: Mr. Loren T. Caldwell, Mr. Lawrence C. Secrest, and Miss Minerva Pepinsky (merit promotions into Block 'A') as indicated."

Since there was nothing controversial about the report, Dr. Reavis moved that the report be approved as amended. The motion was seconded by Mr. Walker, and unanimously carried.

Dr. Holmes advised that the Division of Architecture and Engineering had recently recommended the acceptance of the low bid submitted by the Southwest Electric Company in the amount of $10,593.00 in connection with the electrical wiring in the vicinity of the stage in the Auditorium of the Administration Building, and was herewith recommending that the same be approved.

Mr. Puffer moved that we accept the low bid submitted by the Southwest Electric Company in the amount of $10,593.00 in connection with the electrical wiring in the vicinity of the stage in the Auditorium of the Administration Building as recommended by the Division of Architecture and Engineering. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea

Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes also advised that the Division of Architecture and Engineering had recently opened bids covering landscaping and development of site for the Men's Residence Hall and that the low bid covering this work was submitted by Phil E. Frederick, Marseilles, Illinois, in the amount of $40,883.00, which he was herewith recommending be accepted.

Mr. Puffer moved that the low bid submitted by Phil E. Frederick in the amount of $40,883.00 for the development of the Men's Residence Hall site be approved. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes next advised that bids had also been opened covering the landscaping and development of site for the Varsity Athletic Area, and that the low bid covering this work was also submitted by Phil E. Frederick in the amount of $42,190.80. However, funds are not available to permit the acceptance of this bid.

In view of the fact that funds are not available, Mr. Puffer moved that we reject the low bid submitted by Phil E. Frederick in the amount of $42,190.80 for work in connection with the Varsity Athletic Area. The motion was seconded by Mr. Bohrer, and unanimously carried.

Dr. Holmes next advised that due to a change from wood to hollow metal doors, and due to the fact that the

Division of Architecture and Engineering, as well as the Associate Architects, had failed to make a change in the specifications to provide butts that would hold metal doors, it has been found necessary to replace the existing butts with ball bearing butts, for which a proposal has been received from the general contractor estimating that the cost for such replacement would be $1,034.00, and he was recommending that this proposal be accepted.

Mr. Puffer moved that we accept the proposal in the amount of $1,034.00 for the replacing of existing butts with ball bearing butts in the Men's Residence Hall, as recommended by the Division of Architecture and Engineering. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Yea
Dr. Reavis	Yea
Mr. Schriver	Yea
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes lastly advised that since the last meeting the Advisory Committee at Northern had acted favorably on the following expenditures in connection with the Men's Residence Hall:

1. - $1,436.00 for a fiber-duct installation from Power Plant to Men's Residence Hall for telephone lines;

2. - $90.00 for 50 additional door bumpers in Men's Residence Hall;

3. - $62.00 for caulking 14 copper downspouts into the cast-iron drain lines.

REPORTS OF COMMITTEES

Mr. Puffer, Chairman of the Building Committee, reported that the Committee at Northern had submitted a revised program which suggested a number of reductions in the plans for the proposed Laboratory School at Northern. These included:

a. Reduction in size of classrooms from 30 x 38 ft. to 30 x 34 ft.
b. Fewer toilet facilities.
c. Fewer wardrobe rooms.

However, the Building Committee asked that further reductions be made by the Committee at Northern including the following:

a. The proposed "Nursery" room and the room for "4-year Kindergarten" be combined into a single room to be called "Pre-Kindergarten Room."

b. In grades 1 - 6, the two classrooms to be provided for each grade should share one workroom, one office, and that consideration be given to eliminating storage space in favor of wall shelves.

c. Room toilets to be provided only in the pre-kindergarten, kindergarten, and first three grades, and that these be single toilets for both boys and girls.

d. Only one special classroom for the elementary school.

e. Only one play-room (50 x 80 ft.) for the elementary school. Folding doors might be provided.

f. The library should be planned so as to combine the facilities for elementary and junior high children.

g. There should be three (not four) classrooms for junior high social science - language, arts, and three for science - mathematics.

h. Auditorium to be eliminated but a stage to be put in gymnasium.

i. Any other economies that can properly be made should be proposed.

j. The design and construction materials should be selected for economy consistent with good planning.

Mr. Pois, Chairman of the Special Committee appointed to study the problem of purchasing, requested authorization for this Committee to proceed with the development of a plan for setting up within the Central Office of the Teachers College Board (1) a purchasing agent, (2) an accountant to work on the formulation of improving

the accounting and financial system for the State Teachers Colleges, and that the Committee consider ways and means for financing such a set up, and (3) that the Committee interview candidates for such positions and report back to the Board with specific recommendations at the June Meeting. The motion was seconded by Mr. Stipes, and unanimously carried.

Mrs. Harris, Chairman of the Board Meeting Committee, reported that the Committee was recommending the following dates and places for future Board meetings:

June 23, 1952	- Eastern Illinois State College, Charleston
July 21, 1952	- Springfield, Illinois
September 22, 1952	- Springfield, Illinois
October 20, 1952	- Western Illinois State College, Macomb
November 17, 1952	- Northern Illinois State Teachers College, DeKalb
December 15, 1952	- Illinois State Normal University, Normal
January 19, 1953	- Springfield, Illinois

It was also recommended that we try to have one meeting in Peoria and another at Allerton Park, and that Mr. Schriver would make the arrangements for these meetings.

Mr. Austin moved that we accept the report of the Board Meeting Committee. The motion was seconded by Mr. Walker, and carried.

There being no further business before the Board, Mr. Bohrer moved that we be adjourned until the next scheduled meeting on June 23, 1952, at Eastern Illinois State College. The motion was seconded by Mr. Austin, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary

REPORT OF THE EASTERN ILLINOIS STATE COLLEGE FOR THE MEETING IN CHARLESTON June 23, 1952

To the Chairman and members of the Teachers College Board,

Ladies and Gentlemen:

The following report concerning the Eastern Illinois State College is presented for your consideration:

I. STUDENTS

A. Enrollment for Spring Quarter, 1952

A detailed report of this enrollment was a part of the April 21 informal report.

B. Preliminary enrollment for the Summer Term of 1952 involves 492 undergraduate and 99 graduate level students, a total of 591. Final enrollment in 1951 was 668 students.

C. June graduation

1. The following students completed the requirements for the degree of Bachelor of Science in Educatibn, and were graduated as of May 30, 1952. (* Indicate veteran of World War II)

*Adams, Gretchen Amy Patchell . . . . Robinson
Elementary Education: Social Science

Akers, Marion James . . . . . .Charleston
Geography, French: Spanish, German

Allison, Richard Eugene. . . . . .Charleston
Speech: English

Arnold, Mary Katheryn Cole . . . McLeansboro
Business Education: Social Science

Ashley, Dolores Ann . . . . . Paris
Physical Education: Zoology, Health Education

Baird, Nancy Ann . . . . . St. Elmo
Elementary Education: Social Science

Baker, Bonnie Jean. . . . . Neoga
Business Education: Social Science

Baker, Dorothy Jeanette Dillman. . Charleston
Business Education: Social Science

Baker, Melba Yuvonne . . . . . .Charleston
Home Economics: Art

Balch, William Emmett, Jr. . . . Beecher City
Physical Education: Social Science,
Health Education

*Baptist, Dwight Truman . . . . . Charleston
Business Education: Mathematics
(Degree granted December 7, 1951)

*Bennett, Marvin Wayne . . . . . Charleston
Physical Education: Zoology,
Health Education

Biggs, Raymond Lloyd. . . . . Palestine
Geography, Social Science

Bingman, Ruth Caroline. . . . . Carmi
English; Music

Bower, Dora Louise . . . . . Bushton
Home Economics: Chemistry

Brackenbush, Earl Lee . . . . . Bingham
Physics: Mathematics, Chemistry

Brotherton, Patricia Lou . . . . . Gibson City
Speech: English

*Brown, Olen Eugene . . . . . Oakland
Physical Education: Social Science,
Geography, Zoology, Health Education

Buckley, Neva Fay . . . . . Charleston
Music

Burton, Peggy Jane . . . . . Louisville
Home Economics: Art

*Cain, Andrew James . . . . . Shelbyville
Social Science: Botany

Carlson, Harry Lee . . . . . Hidalgo
Zoology: Botany, Geography

Carrell, Janice Lee Anderson . . . Charleston
Business Education: Social Science

Carrell, Raymond Wesley . . . . . Charleston
Industrial Arts: Geography

Carter, Russell Eugene . . . . . .Windsor
Speech: Art

Clark, Natalie Williams. . Ashdown, Arkansas
Elementary Education: Social Science, Art

Climer, Robert Dean. . . . . Palestine
Music: German

Cochran, Elizabeth Lou . . . . . Robinson
Home Economics: Art

Coon, Mary Lou Carrico . . . . . Oakland
Elementary Education: Social Science

*Cougill, Dennis Eugene . . . . . Charleston
Business Education: Social Science

*Coulson, William Alfred . . . . . Oakland
Elementary Education: Social Science

Cox, Bobby Keith . . . . . St. Elmo
Music: Art

Cravener, Jacqueline . . . . . Chicago
Elementary Education: Music, Social Science

Cross, Mona Lee . . . . . Mattoon
Physical Education: Business Education, Health Education

*Dale, James Lowell . . . . . .Olney
Botany, Zoology: Chemistry

Davidson, Mary Virginia Marsters . .Danville
Elementary Education: Social Science

Davis, Maralyn Nancine. . . . . Beecher City
Home Economics: Chemistry

Davis, Richard Allen. . . . . Casey
Physical Education: Social Science

Downs, Doris Mae . . . . . Bement
Home Economics: Art

Duensing, Donald Charles . . . . . Algonquin
Business Education: Art

Edinger, Howard Ernest, Jr. . . . . Charleston
Physical Education: Zoology, Health Education

*Elliott, Joseph Williams . . . . . .Danville
Social Science: Spanish

Enselman, Bruce Aaron. . . . . Charleston
Mathematics: Social Science

Fehrenbacher, Albert Weber . . . . . Newton
Business Education: Social Science

Ferguson, Gerald William . . . . . Mattoon
Physical Education: Social Science

Ferree, Daniel Cedric. . . . . Mattoon
Physics, Mathematics: Chemistry

*Ferriell, Warren Leroy. . . . . .Lawrenceville
Mathematics: Physics

Flick, Robert Gene . . . . . .Oblong
English: Speech

Fraembs, Frank Alan . . Henderson, Kentucky
Zoology: Botany, Chemistry

Garrison, Hazel Rhea . . . . . Mattoon
Elementary Education: Social Science

*Gaston, Bennie Lee. . . . . Charleston
French: Spanish, English

Gilpin, Paul Edwin . . . . . Atwood
Physical Education: Business Education

Graham, Donald Thomas . . . . . .
. . . . . Gross Pointe, Michigan
Physical Education: Industrial Arts, Zoology

Grissom, Loren Vernon. . . . . .Greenup
Speech, English

Groves, Dorothy Lucille . . . .Clinton, Indiana
Home Economics: Chemistry

*Gwin, John Franklin . . . . . Charleston
Industrial Arts: Geography

Hankins, Donna Sue. . . . . Charleston
Art: Physical Education

Harlow, Jerry Floyd . . . . . Martinsville
Art: Social Science

Harmon, Rebecca Eilene . . . . . Kansas
Elementary Education: Social Science

*Haverstuhl, Joseph Paschal . . . . . Chicago
English: Latin

Hendricks, Jacqualyn Ann . . . . . Mattoon
Music: Physical Education

Herman, Marjorie Ann . . . . . Olney
Business Education: Social Science

Hesler, Nancy Ann Inyart. . . . . Charleston
Home Economics: Art

Holterman, Frances Elizabeth . . . . . Arcola
Elementary Education: Social Science

Horn, Charlotte Jean. . . . . Effingham
Elementary Education: Social Science

*Horsley, John Thompson . . . . . Atwood
Business Education: Social Science

Horton, Donna Louise . . . . . Albion
Latin: Spanish, Social Science, Library Science

Hough, Maurice Melvin . . . . . Noble
English: Social Science, Journalism

Hubbard, Violet Lucille Luallen . . . Newman
Elementary Education: Social Science, Speech

Hunley, Analee Elberta . . . . . Crossville
Home Economics: Social Science

**Isert, Justin August . . . . . Highland
Zoology: Chemistry, Botany

*Isom, William Marvin. . . . . Scheller
Industrial Arts: Geography

Jenkins, Charles Robert . . . . . West Liberty
Chemistry: Physics, Mathematics

Katsimpalis, Jeanette Morford . . . . . Windsor
Art: Business Education

Katsimpalis, Tom Peter. . . . . Gary, Indiana
Physical Education: Business Education

*Kehias, James George. . . . . Pana
Social Science: Business Education, Geography

*Kersey, Joe Albert. . . . . Mattoon
Social Science: English

Lading, Richard Clarence . . . . . Strasburg
Business Education: Social Science

LaGesse, Ruby Florence . . . . . Bourbonnais
Home Economics: Business Education

LaMaster, Dorothy Ann. . . . . Sullivan
Physical Education: Zoology, Health Education

*Lile, Forrest Harold. . . . . Kankakee
Physical Education: Social Science, Zoology

*Luthe, Roy Melvon . . . . . West Salem
Elementary Education: Social Science

*Mazzone, Eugene Frank. . Muskegon, Michigan
Speech: English, Social Science

Menk, Gail Ellsworth . . . . . Edwardsville
Music

Metter, Norma Louise . . . . . Charleston
Speech: English, Social Science

*Miller, Harry Otto, Jr. . . . . Charleston
Business Education: Social Science

*Montgomery, Donald Ray . . . . . Flat Rock
Industrial Arts: Social Science

*Moody, William Bruce. . . . . Oblong
Geography: Social Science

Morgan, Jack Clayton . Corpus Christi, Texas
Business Education: Social Science

*Myers, Richard Earl . . . . . Casey
Business Education: Social Science

McCormick, Carolyn Jean . . . . . Greenup
Home Economics: Speech

*McMillan, Lewis Dean. . . . . Charleston
Mathematics: Physics

*Nelms, Howard Franklin . . . . . Mattoon
Industrial Arts: Business Education

Newlin, Marilyn Jean . . . . . Decatur
Elementary Education: Social Science

Niemeyer, Sue Ellen . . . . . Mattoon
Home Economics: Speech

O'Day, Helen Josephine . . . . . Charleston
Elementary Education: Geography, Social Science

Olsen, Mary Frances Hornbrook . . . Marshall
Business Education: Speech

Onken, Marie Ida . . . . . Buckley
Home Economics: Art

Parker, Richard Leroy . . . . . Mattoon
Business Education: Social Science

Parker, Robert Theodore. . . . . Mattoon
Business Education: Social Science

Patridge, Joseph Ramsey. . . . . Arcola
Physical Education: Art, Zoology

Payan, Jack Louis . . . . . Markham
Speech: Social Science, Journalism

*Phillips, Robert Leland . . . . . Noble
Industrial Arts: Art

Piper, Mary Louise . . . . . .Lawrenceville
English: Social Science

Pixley, Loren William. . . . . .West Salem
Mathematics: Social Science, Physics

Pope, Rachel Anne . . . . . Nokomis
Elementary Education: Social Science

Porter, Sarah Caroline . . . . . Louisville
English, Latin, Social Science

Potter, Margery Olivia . . . . . Evanston
Spanish: French, German

*Radloff, Glen Junior . . . . . .Strasburg
Botany: Zoology

Railsback, Janet Elaine . . . . .Clarendon Hills
Botany: Zoology

*Rennels, Marion Garrison . . . . . Charleston
Geography: Physical Education

*Roberts, Donald M. . . . . Charleston
Industrial Arts: Social Science

Rogers, Donald Edward . . . . . Hillsboro
Physical Education: Zoology, Social Science

Rosebraugh, Wilma Emma . . . . . Charleston
Home Economics: Art

Scheithe, Dewey Manyla McEvoy . . . . . Hume
Elementary Education: Social Science

*Scherer, Robert Howell . . . . . Mattoon
Botany: Zoology

Schmalhausen, Norma Lee . . . . . Robinson
Home Economics: Chemistry

Schmittler, Doris Fairolee . . . . . Albion
Business Education: Social Science

Schniepp, Marilyn June Betty . . . . . Mattoon
Social Science: Spanish

Schwartz, Dorothy May . . . . . Decatur
Elementary Education: Social Science

Seybert, Betty Jean . . . . . Hillsboro
Elementary Education: Social Science

Sharpe, Nancy Jean . . . . . Pana
Speech: English

Shay, Patricia Ann . . . . . Arthur
Elementary Education: Social Science

Sheffield, Howard Emmett . . . . . Hoopeston
Business Education: Social Science

Siegel, Howard Arthur . . . . . Skokie
Social Science: Geography

Slover, Vera May . . . . . Sullivan
Elementary Education: Social Science

Soergel, Edwin . . . . . Glenview
Social Science: Physical Education, Geography

Stephens, Barbara Jeannine . . . . . Mattoon
Home Economics: Art

Stevens, Harold Lee . . . . . Tower Hill
Chemistry: Mathematics

Stretch, Dale Dean . . . . . Shelbyville
Industrial Arts: Physics

Stump, Robert Alan . . . . . Findlay
Speech: English, Social Science

Swango, Lynn Clyde . . . . . Charleston
Chemistry: Mathematics, Physics, Social Science

Sweeney, Carolyn Jo . . . . . Cisne
Music: Speech

Tate, Margaret Ann . . . . . Fairfield
English: Social Science, Spanish

Tolly, Annette Hollingsworth . . . . Charleston
Music

Tucker, William Joseph. . . . . .Lawrenceville
Speech: English, Journalism

*Utterback, Lester Wendell . . . . . Bridgeport
Industrial Arts: Mathematics

*Van Blaricum, Glenn Franklin . . . . . Newton
Elementary Education: Social Science

Williams, Billy Del . . . . . Louisville
Business Education: Social Science

Williams, Mary Mae . . . . . Mason
Home Economics: Art

Wills, Herbert . . . . . Downers Grove
Mathematics: Chemistry, Physical Education, Speech

Wilson, David Henry . . . . . .Lexington
Physical Education: Industrial Arts, Zoology

Winkler, Dorris A. . . . . Indianola
Mathematics: Physical Education, Physics, Geography

Worland, Elizabeth Kathleen. . . . . Neoga
English: Music

Yost, Wilma Jean . . . . . Newton
Music: Speech

**Hunter, Rex F.. . . . . Mundelein
Art: Social Science

Men: 80 Women: 66 Total 146

2. The following students completed the requirements for the two-year Junior College diploma, and were graduated as of May 30, 1952.

Ashley, Wilford Maurice . . . . . Casey

Siverly, Paul Lloyd . . . . . Marshall

Men: 2 Total 2

II. FACULTY

A. New Faculty

1. Prentiss E. Reid, B.S., 1928; M.S., University of Illinois, 1930; M.D., Northwestern University, 1935, as Associate Professor of Health Education, and College Physician, replacing Charles L. Maxwell, M.D., resigned, effective July 1, 1952, at a salary of $7,200 for twelve months. Dr. Reid has had five years of college teaching, and has been in general practice in Sparta, Illinois.

2. Virginia Tate, B.S. in Education, 1942; M.Ed., University of Missouri, 1951; as Instructor and Supervisory Teacher, First Grade, Campus Elementary School, replacing Josephine Logan, not reemployed, at a salary of $4140 for nine months, beginning September 1, 1952.

3. Albert W. Brown, B.A., 1949; D.S.S., Syracuse University, August 1952, as Assistant Professor and Supervisory Teacher, Social Science, Eastern State High School, replacing Lena B. Ellington, retired, effective September 1, 1952, at a salary of $4590 for nine months.

4. Maryann Ehrhardt, A.B., Western College for Women, 1948; M.S., Indiana University, 1950; graduate study Indiana University, 1950-52, as Social Director of Pemberton Hall (Women's Dormitory), replacing Kathryn Sneesby, resigned, at a salary of $350 per month (plus $50 maintenance), for

ten months September 1, 1952-June 30, 1953, with rank of Assistant Professor.

5. Vanlou L. Patton, A.B., Ohio Wesleyan University, 1946; M.S., Indiana University, 1948; graduate study Indiana University, 1948-52, as Social Director of Lincoln Hall (Women's Dormitory), a new position, at a salary of $350 per month (plus $50 maintenance), for nine months, effective September 1, 1952, with the rank of Assistant Professor.

6. Doris Mae Downs, B.S. in Education, Eastern Illinois State College, 1952; as Faculty Assistant and Assistant Director of Food Service, Pemberton Hall, replacing Victoria Brust, not reemployed, at a salary of $3150 for nine months (plus $50 maintenance per month), effective September 1, 1952.

7. Carol E. Peterson, B. Ed., Toledo University, 1934; B.S., Iowa State College, 1952; as Faculty Assistant and Assistant Director of Food Services, Lincoln-Douglas Halls, a new position, at a salary of $375 per month (plus $30 board allowance) for 10-1/2 months beginning August 16, 1952.

8. Lynn E. Trank, B.F.A., University of Nebraska, 1942; B.F.A., Washington University, 1948; M.F.A., State University of Iowa, 1950; continued study in art, University of Michoacan (Mexico), 1950-51, as Assistant Professor of Art (crafts) at a salary of $4050 for nine months beginning September 1, 1952.

B. Summer School Addition

1. Dr. Garland T. Riegel, Associate Professor of Zoology, for half-time duty, $290 for June and $290 for July, for the rehabilitating and reorganization of the insect collection.

III. OTHER EMPLOYEES

A. The following list of Classified Employees is presented for the fiscal year 1952-53, as set up by Merit Board and University Employment System.

Name	Classification	Salary '51-52	Proposed Salary '52-53
Office			
Taylor, Violet B.	Office Supervisor	4320	4560
Davis, Dorothy V.	Secretary (Level I)	3180	3600
Madden, Joan	Secretary (Level I)	3000	3600
Walls, Cleo B.	Bk. Mach. Opr. II	2820	3060
Whalen, Helen J.	Clerk Steno. II	2820	2940
Fair, Florence L.	Clerk Steno. II	2820	2940
Beck, Dorothy	Clerk Steno. II	2640	2880
Winkleblack, Norma	Clerk Steno. II	2640	2880
McGurty, Margaret	Clerk Steno. I	2460	2580
Carlisle, Gloria J.	Clerk Steno. I	2340	2460
Roby, Evelyn L.	Clerk Steno. I	2220	2340
Levitt, Marcia J.	Clerk Steno. I	2220	2340
Kingry, Patricia	Clerk Steno. I	1920	2040
Nugent, Ruth	Clerk Steno. I	1920	2040
Witters, Norma C.	Clerk Steno. I	1860	1980
Carrell, Janice L.	Clerk Steno. I	1860	1980
Smith, Catherine	Clerk Steno. I	1860	1980
Cole, Wilma	Clerk Typist I	1860	1980
Pilson, Doris L.	Clerk Typist I	1860	1980
Story, Betty J.	Clerk Typist I	2280	2400
Moltz, Helen M.	Clerk Typist I	2280	2400
Rea, Mildred	Clerk Typist I	2280	2400
Peck, Leyla J.	Clerk Typist I	1980	2100
Lacey, June	Clerk Typist I	2160	2280
HEALTH SERVICE			
Thompson, Mary E.	Head Nurse	4020	4380
Bland, Mary J.	Nurse	3120	3480
JANITORIAL			
Rennels, Edgar B.	Janitor Foreman	3312	3432
Baird, Charles N.	Janitor	3060	3180
Nixon, Eugene	Janitor	3060	3180
Gwin, Frank	Janitor	3060	3180
Wrenn, John	Janitor	3060	3180
Sims, Rex M.	Janitor	2760	2880
York, Charles	Janitor	2760	2880
Baldwin, Basil	Janitor	2700	2880
Bishop, Bennie	Janitor	2700	2880
McMillan, Scott N.	Janitor	2400	2760
Way, George	Janitor	2400	2760

Name	Classification	Salary '51-52	Proposed Salary '52-53
Jenkins, Winfred F.	Janitor	2400	2760
Brown, Rovert E.	Janitor	2400	2760
Cougill, William M.	Janitor	2400	2760
Moody, Thelma	Janitress	2760	2880
Anderson, Bertha W.	Janitress	2400	2520
Rennels, Naida M.	Janitress	2400	2520
Moffett, Mitchell C.	Watchman	2760	2880
Baldwin, Clarence O.	Watchman	2700	2820
HEATING *			
Livingston, John	Chief Plant Op. Eng.	4680	4920
Metcalf, C. Donald	Sta. Engineer	4080	4680
Brooks, Robert O.	Sta. Fireman	4080	4140
Swann, James B. Jr.	Sta. Fireman	4080	4140
Nickles, Ralph L.	Sta. Fireman	4080	4140
Stirewalt, Levi	Sta. Fireman	4080	4140
White, Harry L.	Sta. Fireman	4080	4140
(new)	Sta. Fire. Helper	- -	- -
($275 first 6 mos; $300 second 6 mos; then $4140)			
GROUNDS			
Monier, Camille F.	Grounds Foreman	4020	4140
Waltrip, Lowell D.	Maint. Equip. Opr.	3000	3180
Rains, Oscar N.	Grounds Gardener	3060	3240
Reed, Herman T.	Groundsman	2400	2580
Mason, Albert B.	Groundsman	2400	2580
(vacant)	Groundsman	2400	2400
	* Union Scale		
MAINTENANCE			
Wood, Erroll B.	Electrician	4920	5148
McMillan, Glenn E..	Carpenter *	4020	4020
Miller, Roscoe	Painter *	4020	4020
Thomas, George L.	Stores Clerk	2400	2760
	* Union Scale		
AUXILIARY ENTERPRISES			
DORMITORY			
Moore, Lulu **	Maid	2400	2520
Weber, Frances **	Maid	2400	2520
Briscoe, Mildred ***	Cook I	2400	2520

Name	Classification	Salary '51-52	Proposed Salary '52-53
Phipps, Gertrude	Housekeeper	2880	3000
Taylor, Esta E. ***	Pastry Cook	2400	2520
Johns, Ethel ***	Cook II	2880	3000

** Includes Maint. Allow. $35 per mo.

*** Includes Maint. Allow. $25 per mo.

CAFETERIA

Reami, Elizabeth &	Salad Maker	2460	2580
McGahey, Ruth B. &	Pastry Cook	2520	2640
Eagleton, Alice I. &	Cook I	2520	2640
Smith, Lloyd W. &	Chef I	3360	3480

& Includes Maint. Allowance $25 per mo.

HOUSING PROJECT

Cottington, Palmer H.	Maint. Worker	2460	2580

TEXTBOOK LIBRARY

Arnold, Henry J.	Bookstore Manager	5280	5760
Kelly, Florence E.	Clerk Typist I	1980	2100

IV. ORGANIZATION: No report.

V. CURRICULUM: No report.

VI. BUILDINGS and GROUNDS

A. Residence Halls (Lincoln and Douglas Halls)

Construction on Lincoln and Douglas Halls is progressing on schedule, with completion date set for August 15, and occupancy September 8. The following items totalling additional expenditure of $7,534.92 needs confirmatory action for expenditure from self-liquidating funds.

1. General items: $1,944.13

(1)	$ 31.40	pilot lights
(2)	134.00	extension built-in cases
(3)	200.00	change in paint colors
(4)	1,370.00	change in grade asphalt tile
(5)	208.73	photo-cell for boiler
	$1,944.13	

2. Kitchen items: $2,610.34

(6)	$ 693.00	ventilation hood
(7)	1,775.05	garbage disposal unit
(8)	72.20	additional electrical outlets
(9)	160.39	plumbing change
	$2,610.34	

3. Revision of Kitchen Construction and Equipment for Lincoln-Douglas Halls as revised by Bensinger Company's proposal, June 5, 1952.

I. Kitchen Equipment -- (The Bensinger Company's proposal dated May 20, 1952, revised by their letter of June 5, 1952.)

A. Items Recommended for Acceptance:

# 8 - Larger Bake Oven (Blodgett # 960), without pans	$ 178.00
# 9 - Change swing of door on Proof Box	$ 55.00
# 15 - Tray Rest - Furnish an additional (intermediate) shelf	$ 45.00
# 19 - Range Section - Change faucet location	No change
# 23 - Alter height - Pot & Pan Sink	No change
# 25 - Substitute Hobart 60-quart Mixer for the Blakeslee 30-quart	$ 387.35
# 26 - Cook's Table - Alter height	No change
# 27 - Tray Rest - Furnish an additional (intermediate) shelf	$ 52.50
# 46, # 47, and # 48 - Furnish three Pot Racks	$ 307.50
# 49 - Additional Dish-Storage Cabinet	$ 525.00
# 50 and # 51 - Two additional Set-Up Tables	$ 435.00
Total Extra for Changes Recommended	$1,985.35

B. Items Recommended for Deduction

# 12 - Replace Blakeslee 30-quart Mixer with a Hobart 30-quart.	$ 340.00
# 34 - Omit Glass Washer at a Credit of $ 167.50	
# 35 - Replace Blakeslee Vegetable Peeler with Hobart Peeler	$ 369.50
	$ 709.50
Deduct	$ 167.50
Net Extra for Changes Deducted	$ 542.00

II. Additional Items Recommended for Acceptance

(a) Install Hood over Bake Oven The Haines Company's proposal May 7/52	$ 603.00
(b) Install nine (9) additional Receptacles in Kitchen - Leverenz Electric Company's proposal dated May 13/52	$ 72.20
(c) Install two red pilot-lights for toilet exhaust fans - Leverenz proposal May 20/52	$ 31.40
(d) Rough-in (water, waste, and vent) for Drinking Fountain in Kitchen - The Carson-Payson Company's proposal dated June 17/52	$ 70.37
(e) Revise water mains under Kitchen - Carson-Payson proposal dated June 17/52	$ 348.65
(f) Revise steam return under floor - Carson-Payson proposal dated June 17/52	$ 27.80
(g) Add two floor drains and four valved water supplies - Rooms #33 and #34 - Carson-Payson proposal dated June 17/52	$ 326.35
(h) Add an automatic water-feeder and a photo-electric-eye control on Steam Boiler for Kitchen - Carson-Payson proposal May 22/52	$ 208.73
(i) Extend wall cabinets up to ceiling in Lobbies - W. H. Franklin Company's proposal May 28/52	$ 134.00
(j) For changes in Painting Schedule requested by Owner - Franklin Co. proposal June 9/52	$ 220.00
Total Extra Recommended for Approval - Items "a" to "j" inclusive	$2,042.50

III. Converting Garbage Refrigerator into a Garbage Disposal Room.

Following are the additional costs for this proposed change, on which we are not making a recommendation, but are leaving it up to you to decide whether or not you want to change the method of handling garbage:

New 3 horsepower Garbage Disposal Unit - The Bensinger Company's proposal dated May 20/52	$ 956.50
General Work - W. H. Franklin Company's proposal dated May 27/52	$ 254.00
Electrical Work - Leverenz Electric Company's proposal dated May 13/52	$ 38.55
Plumbing Work - Carson-Payson Company's proposal	$ 555.02
Total Extra	$1,804.07

Summary of the foregoing tabulations:

Extra Cost for Recommended Changes in Kitchen Equipment	$1,985.35
Extra Cost for Additional Items Recommended for Acceptance	$2,042.50

Total Extras Recommended for Approval	$4,027.85
If Garbage-Disposal change is made, Add	$1,804.07
	$5,831.92
Kitchen Equipment Changes Deducted	$ 542.00
Net added cost	$5,289.92

4. Rehabilitation of (a) Kitchen, Pemberton Hall and (b) College and High School kitchens (Home Economics) Practical Arts Building.

The Division of Architecture and Engineering requested fourteen contractors to bid on the general work, and one bid received; twenty-one contractors on the mechanical work, and two bids received.

A. General Work (both projects)

W. H. Franklin, Springfield

Proposal No. 1 (with 7'5" tile walls)		$34,732.00
Proposal No. 2 (tile walls to ceiling) (to be omitted)	add	$ 3,500.00

B. Mechanical work (both projects)

Carson-Payson, Danville	$28,772.00
Total	$63.504.00

B. Household equipment under bid.

Sealed bids were received on the following household equipment for Lincoln and Douglas Halls.

1. Sheets:

(a) Alexander, Charleston	$2,869.82
(b) Rochelle, Chicago	2,756.00
(c) Carson, Pirie Scott, Chicago	2,609.72
(d) Robeson, Champaign	2,346.84
Recommended low bid: Robeson,	$2,346.84

2. Pillows:

(a) Alexander, Charleston	$1,552.32
(b) Carson, Pirie Scott, Chicago	1,411.20
(c) Rochelle, Chicago	1,316.00
(d) Robeson, Champaign	806.40
Recommended low bid: Robeson,	$ 806.40

3. Pillow cases:

(a)	Alexander, Charleston	$ 541.21
(b)	Rochelle, Chicago	529.30
(c)	Robeson, Champaign	434.50
(d)	Clark linen, Chicago	419.49
	Recommended low bid: Clark,	$ 419.49

4. Mattress pads:

(a)	Alexander, Charleston	$ 777.70
(b)	Carson, Pirie Scott, Chicago	707.00
(c)	Mandel, Chicago	700.00
	Recommended low bid: Mandel,	$ 700.00

Recapitulation low bids:

Sheets	Robison	$2,346.84
Pillows	Robison	806.40
Pillow Cases	Clark	419.49
Mattress Pads	Mandel	700.00
		$4,272.73

Status of $50,000 allowance from Appropriation of $50,000 for furniture and furnishings, self-liquidating dormitories:

Orders placed: (approved May 19, 1952)

Furniture	$21,863.03
Rugs, drapes, bed spreads	15,324.10
Kitchen and dining room	1,920.86
Lamp allowance	1,000.00
	$40,107.99
Available balance	$ 9,892.01
Proposed expenditures	
Sheets, pillows, pillow cases and mattress pads	4,272.73
Current balance	$ 5,619.28

C. Landscaping of area adjacent to new Residence Halls.

The Division of Architecture and Engineering report two bids on drawings and specifications for landscaping about Lincoln-Douglas Halls, as follows:

(1)	W. H. Franklin Co., Springfield	$79,770.00	365 days
(2)	Chism & Miller, Springfield	$70,956.20	as job permits

Funds available for this construction might be assembled as follows:

(1)	Allotted by TC Board for landscaping	$43,636.37
(2)	Re-appropriated funds for residence halls, etc.	31,993.50
		* $75,629.87

Funds needed for above construction:

(1)	For construction	$70,956.20
(2)	For architects	$ 7,095.62
	Total	$78,051.82
	* Funds available as above	$75,629.87
	From Contractual Services	$ 2,421.95

D. Proposed Field House.

Estimate of materials needed, labor involved, and other incidental items, totalling $13,245.59, are presented as partial cost of the proposed Field House near the football field. The building will offer public toilet facilities, team rooms, shower rooms, ticket booths, refreshment stand, and general storage. Plumbing and heating will be done by the college staff, using materials from the abandoned single men's barracks. Electrical wiring will probably add $2500 in cost, making a total cost of $15,745.59 for a building 40' x 100'.

Staking off Bldg. and excav. for wall	$ 100.00
26 yds. con. in foot. and wall @ $15.00/yd	390.00
3150 8 x 18" blocks @ 50¢ laid up	1575.00
4000 sq. ft. floor area @ 45¢/sq. ft.	1600.00
2000 lin. ft. 2 x 4" for roof trusses @ 15¢/ft.	300.00
3600 " " " rafters	540.00
6000 sq. ft. shiplap sheathing @ 13¢	780.00
60 squares roofing at 7.50/sq.	540.00
4200 lin. ft. 2 x 4" ceiling joists	420.00
4200 lin. ft. 1 x 2" ceiling strips	112.00
2800 sq. ft. ceiling tile @ 11¢	308.00
220 lin. ft. moulding @ 10¢	22.00
cornice material	100.00
10' x 8' overhead door into storage room	250.00

22 basement sash (storage room and rest rooms)	110.00
8 security type metal sashes (dressing rooms)	
Mesker 3-8 x 5-5 with bars on 7" cen.	200.00
5 outside doors and jambs @40.00 ea.	200.00
	7547.00
Taxes and insurance	600.00
	8147.00
Labor, not included above	3322.00
	11469.00
Items not figured (bolts, nails, and Incid.)	572.45
Cost	12041.45
Profit - - - 10%	1204.14
Total for itemized	13245.59
Projected wiring and plumbing expense	2500.00
	$15745.59

E. Completion of Black-topping, campus plan.

The Howell Asphalt Company, Mattoon, Illinois, submits the following estimate for (a) completion of parking space, west of Booth Library.

1. Parking area along Fourth Street --

1800 Square Yards of bituminous surfacing 2 inch recommended thickness	- - $2,700.00
Additional stone required for base	- - 300.00
Preparation and priming of the existing base	- - 150.00
Total for this area	- - $3,150.00

In reviewing the tennis court, it is our opinion that the base is entirely unsuitable for the installation of any bituminous surface course. We examined the stone as exists under the present asphalt surface on this area and found it to contain an excessive amount of moisture which has penetrated the subsoil and has there-by made the entire base unstable.

VII. AUXILIARY ENTERPRISES: No report

VIII. STUDENT LIFE: No report

IX. MISCELLANEOUS

A. Action is requested on the following bids for equipment.

1. Seven hundred (700) No. 2317-L Clarin metal folding chairs, upholstered, and similar to chairs purchased by Western and by the Illini Union, University of Illinois:

(a) Larson, Chicago	$ 5,453.00
(b) Pantograph, Bloomington	5,208.00
(c) Paxton, Bloomington	no bid
(d) Globe, Chicago	no bid
(e) Sheean, Bloomington	4,466.00

Recommended: Sheean, $4,466.00

2. Three hundred (300) No. D-1250 oak tablet arm chairs, light finish, Beckley-Cardy, or equal:

(a) Pantagraph, Bloomington	$ 3,366.00
(b) Globe, Chicago	2,700.00
(c) Beckley-Cardy, Chicago	2,640.00
(d) Sheean, Bloomington	2,502.00
(e) Larson, Chicago	no bid

Recommended: Sheean, $2,502.00

B. Bids on Landscaping around the Residence Halls (Lincoln-Douglas Halls) will be opened by the Division of Architecture and Engineering and tabulated for presentation on June 23.

C. Bids on rehabilitation of (a) Kitchen in Pemberton Hall and (b) High School and College Kitchens, Department of Home Economics, Practical Arts Building, will also be received by the Division of Architecture and Engineering, on June 20, and will be presented as a supplement for consideration on June 23.

X. SUMMARY

Consideration by the Teachers College Board is requested for the following items:

1. Graduation of students listed as of May 30, 1952.

2. Employment of Dr. Prentiss E. Reid, Virginia Tate, Albert W. Brown, Maryann Ehrhardt, Vanlou L. Patton, Doris Mae Downs, Carol E. Peterson, and Lynn E. Trank for teaching and administrative duties specified.

3. Addition of Dr. Garland T. Riegel to summer school staff.

4. Employment of list of classified employees with any salary changes resulting from conference on June 16.

5. Approval of $5,289.92 added expenditure on construction of Residence Halls, as detailed this report.

6. Approval of $4,272.73 expenditure for furnishings of Lincoln-Douglas Halls, as detailed this report.

7. Expenditure from appropriation for EQUIPMENT, of $4,466.00 for folding chairs, as detailed.

8. Expenditure from same account, of $2,502.00 for oak tablet-arm chairs, as detailed.

Respectfully submitted,

ROBERT G. BUZZARD
President

ILLINOIS STATE NORMAL UNIVERSITY
Normal, Illinois
Meeting in Charleston, June 23, 1952

To the Chairman and Members of the Teachers College Board:

The following report is submitted from Illinois State Normal University:

I. STUDENTS

1. Enrollment

Although a report of enrollment for any semester or summer session is not due at this time, since the enrollment for the second semester of the 1951-1952 school year was included in the report of March 17 and the summer session enrollment is not available at the present time, it may be of interest to comment briefly on the summer session.

At the close of the first two days of registration for the eight weeks part of the 1952 summer session there were 1022 persons enrolled, 233 being graduate students. Because the summer session enrollment is not complete as far as eight weeks students are concerned and because registration for those taking work for shorter periods of time will not take place until various later periods in the summer, a complete report will not be available for some time. It is presumed that the total campus enrollment will be approximately 1400, which is about the same number as last summer.

There continues to be a decided interest in off-campus offerings in the nature of workshops, clinics, and courses. The total enrollment in eleven centers for the period between June 9 and June 27 is 456, with eight more centers operating for three weeks periods later in the summer. The present enrollment of 456 is exactly the same as the total enrollment of last summer in twelve centers, with the enrollment in eight centers to be recorded later this summer. All off-campus workshops, clinics, and courses are listed and counted as extension work and not resident campus enrollment.

2. Scholarships

Since the schools operating under the Teachers College Board now estimate the amount of money necessary to cover scholarships, which amount is included in the appropriations, there is no longer any need for preparing a list of students as a basis for a transfer of funds from the General Revenue Account to the Income Fund of the State Teachers Colleges. The only amount that is now concerned as a transfer item is to cover activity fees for both regular scholarships and military scholarships. The list of regular scholarships for the second semester of the current (1951-1952) school year and the entire year of military scholarships so far as activity fees are concerned is not ready for presentation at this time but will be presented to the officers of the Teachers College Board for certification at a later date and prior to the July

Board meeting. It is assumed that proper action will be taken on this request for transfer of funds making available activity fees to Illinois State Normal University at the time such presentation is made.

3. Graduates, June 7, 1952, from both Graduate and Undergraduate Schools

   a. The students whose names appear below completed requirements for the degree of Master of Science in Education at the close of the second semester, June 7, 1952. It is recommended that they be awarded the degree of Master of Science in Education and be granted the diploma of Illinois State Normal University.

GRADUATE SCHOOL
MASTER OF SCIENCE IN EDUCATION DEGREE

Glenn Edward Amdal ..... Colfax
B. S. in Ed., Illinois State Normal University, 1951
Guidance and Personnel
Title of Thesis: A Relation between Skill in Handwriting and Motor Skill

Alta Lorene Butz ..... Streator
B. Ed., Illinois State Normal University, 1937
Business Education
Title of Thesis: Basic Business Education of Streator Township High School

James Weldon Gallagher ..... Elgin
B. S. in Ed., Illinois State Normal University, 1951
Geography
Title of Thesis: The Illinois-Kentucky Fluorspar Industry

Glenn Albert Grever ..... Prairie View
B. S. in Ed., Illinois State Normal University, 1951
English
Title of Thesis: The Teaching of Chaucer's Canterbury Tales in the High School: An Annotated Bibliography, 1900 to April 1952

Lloyd William Grever ..... Prairie View
B. S. in Ed., Northern Illinois State Teachers College, DeKalb, Illinois, 1950
Mathematics
Title of Thesis: Evaluating Critical Thinking

Virginia Lee Hartman ..... Bloomington
B. S. in B. A., Butler University, Indianapolis, Indiana, 1944
Business Education
Title of Thesis: Coordinated Office Work-Experience Programs in the High Schools

Jane Louise Iliff . . . . . Peoria

B. A., Miami University, Oxford, Ohio, 1945

Elementary School Teachers (General)

Title of Thesis: Organization and Development of a Kindergarten Parents' Club

David Harvey King . . . . . Normal

B. S. in Ed., Illinois State Normal University, 1951

Industrial Arts

Title of Thesis: Tool and Supplies Storage and Insurance Methods

Forrest Lee Lesher . . . . . Normal

B. S. in Ed., Illinois State Normal University, 1951

Geography

Title of Thesis: The Geographic Aspects of the Agstone Industry of Illinois

Helen Jordan Martens . . . . . Normal

B. A., Piedmont College, Demorest, Georgia, 1939

Business Education

Title of Thesis: Activities of Bookkeepers in Bloomington and Normal, Illinois; and a Comparison of These Activities with the Instruction Pertinent to Bookkeeping Given by the Four High Schools of the Two Cities

Richard Carl Meyer . . . . . Joliet

B. S. in Ed., Illinois State Normal University, 1951

Art

Title of Thesis: Paper: A Medium for Creative Activities

Vera Mae Quigley . . . . . Bloomington

B. Ed., Illinois State Normal University, 1942

Elementary School Teachers (General)

Title of Thesis: A Study of a Fourth Grade Science Program: Its Possibilities for Stimulating Individual Interests and Achievements

Frank Wagner Thompson . . . . . Normal

B. S. in Ed., Illinois State Normal University, 1949

Industrial Arts

Title of Thesis: Classroom Teachers' Viewpoints of Elementary Industrial Arts

Glenn Fred Volstorff . . . . . Elmwood Park

B. S. in Ed., Illinois State Normal University, 1950

Industrial Arts

Title of Thesis: A Curriculum Study in Industrial Arts Metalwork

William Vincent White . . . . . Normal

B. Ed., Illinois State Normal University, 1927

Industrial Arts

Title of Thesis: Determining Curricular Needs in Graphic Arts in Illinois State Normal University

Zelma Adele Williams. . . . . Peoria

B. Ed., Illinois State Normal University, 1943

Elementary School Teachers (Specialized)

Title of Thesis: Source Materials for Young Artists

b. The students whose names appear below completed requirements for the degree of Bachelor of Science in Education at the close of the semester, June 7, 1952. It is recommended that they be awarded the degree of Bachelor of Science in Education and be granted the diploma of Illinois State Normal University.

UNDERGRADUATE SCHOOL
BACHELOR OF SCIENCE IN EDUCATION

Agriculture Education

Frank Crossman Hinds ..... Maywood
John Francis Philips ..... Osman
Jack Gerald Powell ..... Penfield
Herbert Frederick Voigts..... Dwight

Speech Education

Eric Walter Fielitz ..... Elmhurst
Paul Kelvyn Goldberg..... Chicago
Phyllis Kosir Heald..... Waukegan
Marvin Dale Kleinau ..... Geneseo
Stanley Gene Rives ..... Peoria
Jack Frederick Rossie ..... Bloomington
George Frederick Youngren ..... Zion

Art Education

Gloria Frances Arbizzani ..... St. Charles
Janet Joyce Archibald ..... Joliet
Betty Ann Gardiner .....Brookfield
Mary Jane Hancock ..... Livingston
Robert Eugene Moske ..... Springfield
Velia Mary Pedrotti ..... Livingston
Gladys Adele Rohs ..... Utica
Donald Louis Zinngrabe ..... Chicago

Music Education

Neva Elaine Anderson ..... Buda
William Herbert Idle..... Collinsville
Janice Swan Johnson ..... Bloomington
Mary Lavonne Keeney ..... Arcola
Jean Ann Kewley ..... Normal
Raymond Patrick Kober ..... Chicago
Gordon Allen L'Heureux..... Wood River
Norma Hauptman Syms ..... Collinsville
June Carol Wittmis ..... Danvers
Orian Worden, Jr..... Columbus, Ohio

Industrial Arts Education

Charles Allen Cate ..... La Salle
Howard Ernest Eades ..... Normal
Willis George Kersten ..... Rochelle
Jack Hill Kiester ..... Calumet City
Marion Merle Murray ..... Bloomington
Arthur Merwin Osborne ..... Minonk
Earl Thornton Ratledge ..... Aurora
George Albert Tasker ..... Chicago
Sam Kenneth Tortorici ..... Harvey
Shirley Fred Winterroth ..... Normal
Ira George Zolper..... Peru

TEACHERS COLLEGE BOARD

Home Economics Education

Marlyce Schmidt Arbogast .... Bloomington
Mary Ann Barker ..... Northbrook
Helen Louise Boward ..... Middletown
Lila Jean Clark ..... Saybrook
Mable Alice Gray ..... Chana
Janice Rae Hume ..... Morris
Marilyn Rae Kimmel ..... Milledgeville
Lois Arlene Klump ..... Hudson
Mary Lorraine Lamb..... Cerro Gordo
Beverly Irene Lubbers ..... Monticello
Mary Louise McCarty ..... Iroquois
Ruth Komnick Morrison ..... New Berlin
Alberta Joyce Peterson ..... Normal
Alice Joy Roberts ..... Hoopeston
Marilyn Joann Scherrer .... East St. Louis
Alice Marie Schleef ..... Watseka
Jo Anne Marie Stoltz ..... Kankakee
Muriel Rosalind Tracy ..... Wyoming
Wilma Rodeffer Voigts ..... Dwight
Eunice Nordmeyer Wakeman ..... Joliet
Ethel Irene Williams ..... Carlock
Geniece Klecka Zietlow ..... Chicago

Special Education

Mary Jane Anders ..... Danville
Mary Ann Augsburger ..... Normal
Marilyn Joyce Barker ..... Henry
Nancy Jane Brown ..... Normal
Robert Walter Bruno ..... Chicago
Marianne Lorraine Campbell .....
Milwaukee, Wisconsin
Mary Elizabeth Close ..... Normal
Ernest Eugene Gardner ..... Normal
Robert Domnick Hauter ..... Morton
Mary Edna Johnston ..... Bloomington
Allan Erwin Juenger ..... Collinsville
Richard John Kothera ..... Chicago
Joan Patricia Lash ..... Danville
Elaine Lillie Miesen ..... Oak Park
Fred Ernest Nelson ..... Chicago
Ernest Elmer Olson ..... Normal
Joan Woods Raley ..... Breese
Madeleine Anne Ratcliffe ..... Kewanee
Joyce Pearl Rehn ..... Woodhull
Elizabeth Jane Reilly ..... Normal
Mary Ellen Schrecengost .....
LaGrange Highlands
Virginia Louise Washington ..... Chicago
Mary Thompson Wilson ..... Bloomington
Beatrice Odelle Woods ..... Westville

Business Education

Darlene Louise Corbin..... Catlin
Donald John D'Amico ..... Bloomington
Gerald Henry DeHaeseleer..... St. Charles
Mary Louise Flessner ..... Kempton
Doris Marie Harris ..... Wilmington
Velma Arlene Hirstein ... . Cullom
Mary Teresa Humphrey..... Maroa
Arthur William Johnston .....
Arlington Heights
Robert William Jones ..... Chicago
Edward Elmer Kaercher..... Springfield
June LaVerne Knox ..... Waukegan
William Carl Linden ..... Normal
Athanasia Manos ..... Oak Park
Mildred Mason .....East St. Louis
Barbara Jean Miller ..... Danville
Donovan Eugene Miller ..... Danville
Barbara Green Ottilie ..... Normal
Merle Alden Poland ..... Lawrenceville
Edith Joanne Ranes ..... Ashland
Jerome Hermann Robbins ..... Sterling
Gordon Charles Sampson ..... Morris
George Sawchak ..... Livingston
Donna Lorraine Schultz ..... Pontiac
John Spudich ..... Livingston
Shiloh Lloyde Strouse ..... Bloomington
Betty Ruth Tanzey ..... Georgetown
Elsie Marie Wilson ..... Fairview
Mary Elizabeth Zindel ..... Moweaqua

Health and Physical Education

Conrad Eno Aschenbrenner ..... Amboy
John William Bartmann ..... Appleton, Wis.
Edmund Anthony Bonczyk ....
Schenectady, New York

Health and Physical Education (continued)

Mary Elizabeth Boring ..... Carlinville
Donald Gustave Bornell..... Mundelein
Marilyn Arden Boussum ..... Normal
Norma Mae Bray ..... Kankakee
Albert John Buckowich ..... Aurora
Lois Margaret Bungard ..... Woodstock
Cecilia Bridget Cardosi ..... Kankakee
John Richard Cave ..... Seneca
Frederick Arthur Chapman ..... Normal
William Alfred Daters ..... Warren
Gloria Peterzen Eklund ..... Knoxville
Mary Ellen Barton Ellis ..... Yorkville
James Arnold Estergard ..... Elgin
Jeanne Marie Farr ..... Joliet
Edward Michael Gillituk ..... Springfield
Babara Lyon Grady ..... Bloomington
John Murray Graves ..... Alton
Joan Elizabeth Gregory ..... Brookfield
Marie Anne Greve ..... Rock Island
Donald Louis Hamilton ..... Lovington
Glen Honsbruch ..... Peotone
Shirley Ann Howard ..... Elgin
David Putnam Hunt ..... Normal
Valerie June Hunter ..... Villa Park
Milan Jablanovich ..... Chicago
Thomas Maxwell Kerrihard Highland Park
Leonard John Kosiek ..... Chicago
Mary Elizabeth Kraft ..... Downers Grove
Robert Eugene Krones ..... Ashkum
Patricia Jean Kuhn ..... Chicago
Robert James Langan ..... Odell
Jonas Ring Lashmet ..... Winchester
Gertrude Ann Lawrence ..... Grayslake
Norman Eugene Leggett ..... Wapella
Tony Albert Licocci ..... Normal
Kenneth Henry Meyer ..... Mundelein
Patricia Agnes Meyer ..... Schiller Park
Ted Louis Meyer ..... Morton
Clyde Morris Morgan ..... Cornell
Rose Ann Nelson ..... Galesburg
Rose Mary Paris..... Pontiac
Stuart Lee Payne ..... Normal
John Charles Pedroni ..... Marseilles
Genevieve Ann Perhach ..... Normal
William Dominic Pomatto ..... Marseilles
Betty Jean Putnam .....Harvard
Edward John Raley ..... Polo
Eldon Monroe Rupp ..... Normal
Joe Howard Salisbury ..... Peru
Wayne Edward Schaible ..... Morris
Martin Joseph Serena .....
South Wilmington
Michael John Sgobba .....Danvers
Donald Leroy Toole ..... Secor
Janice Louise Turley..... Joliet
Don Duane Uphoff ..... Minonk
Delores Maile Wiemer ..... Aurora
Robert Eugene Zubeck .....Chicago

Elementary Education

Lois Ann Allen ..... Clinton
Virginia Marie Allen ..... Alta
Ida Franson Anderson ..... Niles
Virginia Lee Antonacci ..... Sherman
Ava Louise Bailey..... Lowell, Indiana
Ila Mae Bane ..... Arrowsmith
Rowena Butler Beacher ..... Melvin
Marilyn Louise Braun ..... Beecher
Patricia Joan Bray ..... Springfield
Irma Neumann Bremer ..... East Peoria
Eunice Clayberg ..... Cuba
Eva Irene Copenbarger ..... Blue Mound
Maureen Mae Engel .....Pontiac
Edith Elma Fahs ..... Chatham
Leonora Rafaela Ferraro ..... Glencoe
Jean Louise Fox ..... Joliet
Anita Mae Gobel .....Chicago
Charles Robert Goltz..... Danville
Elaine Graham ..... Chicago
Shirley Unger Green..... Hoopeston
Dorothy Carolyn Gregg ..... Chicago
Lloyd Gregory, Jr. ..... Moweaqua
Lucille Margaret Haller ..... Freeport
Hulone Dolores Hammer ..... Anchor
Walter Carl Herrman ..... Tonica
Helen Hall Hess ..... Peoria
Earl Eugene Hietter..... Princeville
Pauline Mae Hixson ..... Hoopeston
Sybil Green Horn ..... McLean
Louise Elsie Hudson.....Mt. Morris
Lena Frances Ingold .....
Wyaconda, Missouri

Elementary Education (continued)

Lorraine Ruth Iselin ..... Racine, Wisconsin
Christine Heline Jablonski ..... Chicago
Joanne James ..... Decatur
Carol Elizabeth Johnson ..... Geneseo
Jeanne Elizabeth Jones ..... Arrowsmith
Nedra Louise Killam ..... Wood River
Rex Eugene Kinzinger ..... Minier
Roy Everett Lambert ..... Beaverville
Marilyn Sally Lee ..... Chicago
Joan Mary Lenhart ..... Harvard
Elizabeth Dye Lesher ..... Springfield
Mary Scott Lesher ..... Chicago
Gwendolyn Laverne Lewis ..... Madison
Dorothea Lenore Luebbers ..... Libertyville
Frances Ellen Lyons ..... Odell
Nancy Ann Malkus ..... Springfield
Mary Louise Mazur ..... Chicago
Ethel Frederiksen McConnell ..... Clifton
Marilyn Evelyn Mears ..... Bloomington
Gene Alan Menz ..... Washington
Robert Edward Merdian ..... Henry
Clara Marie Meyer ..... Warsaw
Patricia Poundstone Meyer ..... Decatur
Patricia Ann Pombier ..... Parma, Michigan
Doris Marie Puetz ..... Tonica
William Edwin Raab ..... Normal
Betty Elaine Sarlitto ..... Brookfield
Patricia Jones Slocum ..... Springfield
Gussie Gwendolyn Smith ..... Chicago
Jean Marie Stanley ..... Sterling
Angele Spencer Taylor ..... Cerro Gordo
Janet Marguerite Weldon ..... Lemont
Clare Margie Welker ..... Poplar Grove
Elsie Mae Wilkins ..... Paris
Mary Virginia Williams ..... Alton
Ralph Wallace Wrench ..... Monticello
John Wuebbens ..... Flanagan

Secondary Education

William Robert Armstrong ..... Geneseo
Joanne Jean Bahan ..... Ottawa
Nellie Ray Bennett ..... Williamsville
Frances Betti Browder ..... Chicago
William Harvey Carley ..... Normal
Alice Ann Cleary ..... Bloomington
James Clifton Cloyd ..... Normal
Frances Silena Coan ..... Normal
Dorothy Eleanor Conroy ..... Chicago
Betty Jean Cottingham ..... Morton
Betty Jean Crews ..... Kankakee
James Philip Day ..... Normal
Jeanne Hawks East ..... Mendota
Guy Russell East ..... Mendota
Mary Jeanne Fanelli ..... Amboy
Richard Fassett ..... La Grange
Gerald Gene Fedrigon ..... Decatur
Audrey Sara Fortenberry ..... Chicago
Harold Rae French ..... Polo
Barbara Jean Garber ..... Jerseyville
John Richard Gibson ..... Villa Park
Robert Daniel Gilfoy ..... Chicago
Ann Gooding ..... Normal
Elaine Olive Goodlow ..... Chicago
Ralph Eugene Graber ..... Bloomington
Donald Richard Hagmeyer ..... Joliet
Yoshiro Harada ..... Chicago
Marilyn Louise Harris ..... Elpaso
Suzanne Elizabeth Heinzman ..... Bloomington
Mattie Hines ..... Lovejoy
Margery Lou Hinrichs ..... Tallula
Shirley Wills Holloway ..... Lexington
Geraldine Elaine Hudson ..... East St. Louis
Delbert Gene Huelskoetter ..... Altamont
Muriel Jarrett ..... Chicago
Marilyn Bloomingdale Johnson ..... Monticello
Tom Ludlow Johnston ..... Clinton
Gene Richard Kauth ..... Normal
Frederick Earl Kuster ..... Kewanee
Ruth Mary Leary ..... Shirley
Don Alfred Markwalder ..... Cissna Park
Lois Virginia McCloskey ..... Lincoln
Doris Jean McKinney ..... Danville
Donald Grant McLean ..... Joliet
Eugene Francis Miller ..... Normal
Anita Blanche Moon ..... Hermon
Marianne Nelson ..... Normal
Kenneth Edwin Neubert ..... Normal
Earl Frederick Page ..... DeWitt
George Allen Pownall ..... Joliet
Anthony Louis Rabattini ..... Highwood
Patricia Anne Reed ..... Normal
Alice Hanko Rickert ..... Chicago
Robert Fredrick Sawusch ..... Chicago

Secondary Education (continued)

Winifred Helen Schmid ..... Waynesville
Virginia Lee Sembell ..... Springfield
Michael Thomas Setina ..... Joliet
Thomas William Shirley ..... Riverton
Paul Slocum ..... Joliet
Irvin Frank Smith ..... Springfield
George Vendig Somers .... Phoenix, Arizona
Erma Luella Steele ..... Normal
Kathryn Maurer Steingraber ..... Forrest
Harold Walter Stephan ..... Palatine
Alexander Francis Stewart ..... Park Ridge
Thomas Monroe Stonecipher ..... Odell
Harden Alexander Turner ..... St. Louis, Missouri
Edwin Frederick Wilde ..... Hillside
Harold Lorraine Williams ..... Springfield
Thomas Wiltshire ..... Odell
Edna Marie Windau ..... Mount Olive
Mildred Wright ..... Chicago
Edward William Yanish ..... Spring Valley
Kenneth George Zietlow ..... Chicago

Summary of Undergraduate Division Groups

Agriculture Education	4	Special Education	24
Speech Education	7	Business Education	28
Art Education	8	Health and Physical Educ.	60
Music Education	10	Elementary Education	68
Industrial Arts Education	11	Secondary Education	74
Home Economics Education	22		

Total June Bachelors Graduates	316
Total June Masters Graduates	16
Total June Graduates	332

In addition to the foregoing graduates, it is expected that there will be approximately 130 additional graduates at the August 8 commencement at the close of the summer session. Of this number 30 will probably receive the master's degree. These graduates will be listed in the September Board report.

II. FACULTY

1. Deaths

a. Miss Gertrude Stephens, formerly Assistant Professor of Social Science in the University High School and on the emeritus staff for the last few years, died January 14, 1952. Few persons had the hold on students that Miss Stephens had. She had served as a member of the faculty since 1919. Always interested in community activities, Miss Stephens was stricken while attending a mass meeting in connection with a change in city government in Bloomington from the aldermanic to the city managerial form.

b. Mr. Arthur R. Williams passed away March 9, 1952. Mr. Williams was Associate Professor and Head of the Business Education Department, having retired a few years ago. It is significant that he was brought to Illinois State Normal University by President Felmley in 1914 to organize the Commerce Department, which was the first such department in any of the state-supported schools of Illinois. His influence was of an extensive and intensive nature, especially in his chosen field, even beyond the State of Illinois.

c. Mrs. Ida Cruikshank passed away May 9, 1952. Mrs. Cruikshank served as Director of Smith Hall (residence for men) for the past six years. She died very suddenly, death coming within two hours after she was stricken while on duty at the Hall. She had rendered very good service to the large number of men residents of the Hall during the period in which she served and her death came as a shock, especially to the men living in the Hall during the last semester. Since Smith Hall will not be open during the summer, her position will be filled in time to have someone in charge when school opens in September.

2. Retirement

a. The following persons on the academic staff retire from active service as of August 31, 1952.

(1) Dr. Charles E. Decker, Professor of Education since 1925, obligatory because of reaching age sixty-eight.

(2) Miss Edna I. Kelley, Assistant Librarian since 1913, optional since she has passed age sixty-five but has not reached obligatory age of retirement.

3. Resignations

a. Mr. John T. Carey, Assistant Professor of Art, on leave for the 1951-1952 school year, effective as of June 7, 1952, in order to accept another position.

b. Mrs. Waneta Catey, Assistant Professor of Education and Principal of the Special Education Building, effective September 1, 1952, since she is moving to Coles County.

c. Dr. Margaret M. Duncan, Assistant Professor of Health and Physical Education for Women, effective June 7, 1952, in order to accept another position.

d. Miss Delma Harding, Assistant Professor of Biological Science, on leave for the 1951-1952 school year and two previous years, as of June 7, 1952, because she wished to complete the final stages of work for her doctor's degree and did not feel justified in asking for a further extension of her leave.

e. Dr. Victor M. Houston, Professor of Education, Director of Secondary Education, and Head of the Department of Education and Psychology, effective September 1, 1952, in order to accept a position as Professor of Secondary Education, Head of the Department of Education, and Director of the Summer Session at Chico State College, Chico, California. Dr. Houston has been a member of the staff since 1936, serving in various capacities including that of Principal of the University High School, and has on several occasions been loaned to the State of Illinois in connection with the furtherance of the statewide curriculum program operating through the Office of the Superintendent of Public Instruction.

f. Dr. Frances Kline, Associate Professor of Social Science, effective June 7, 1952, in order to accept another position.

g. Miss Mary Plagakis, Instructor in Education and Supervising Teacher in the Third-Fourth Grades in the Special Education Building, effective August 8, 1952, in order to be married.

h. Dr. P. W. Purcell, Professor of Science and Director of the University Health Service, effective June 30, 1952, in order to return to private practice at Hull, Illinois.

i. Miss Anola E. Radtke, Instructor in Music, effective August 8, 1952, in order to accept a position with Ginn and Company as a demonstrator of music books.

j. Dr. R. Ruth Richards, Associate Professor of Biological Science, effective June 7, 1952, in order to enter another type of work.

k. Mr. Charles Slagle, Instructor in Health and Physical Education for Men, on leave for the 1951-1952 school year, effective as of June 7, 1952, in order to work elsewhere.

4. Employment Terminated

a. Position Abolished

(1) Assistant Director of the University Health Service and Associate Professor of Science, held for the current year by Dr. Barbara Moulton, effective June 7, 1952 for at least a period of one year, due to lack of need of additional help because of smaller enrollment. Dr. Moulton was notified prior to April 1 that the position would be discontinued effective July 1, 1952, and apparently accepted this as being a reasonable attitude for the University to take under existing circumstances. Since that time Dr. Purcell, Director of the University Health Service, resigned and Dr. Moulton applied for the position as Director. She did not have the qualifications necessary for this position but when she found she was not given favorable consideration, she apparently decided to present her claim for twelve full months of salary, since she was employed as of September 12, 1951. The letter to her offering the position unfortunately quoted the complete salary rather than making the statement, "at a salary rate of $7020.00." An attorney she employed met with Mr. Bohrer and the President and agreed that if she were paid a compromised amount of $1023.75, she would release the University of any and all

obligations. Considering the fact that she has some vacation time coming, it will actually cost the University slightly over $600.00 to clear this matter. It is recommended that her salary be continued through the third week in August until a total of $1023.75, including vacation allowance, has been paid. This recommendation is made despite the belief that Dr. Moulton does not have any additional money coming to her, aside from vacation pay, and that she must have realized that the year for those persons on twelve months basis closed June 30, 1952.

b. Temporary Positions Closed

(1) Mrs. Margaret Bradford for Miss Anne M. Cameron, Home Economics, 1952. Miss Cameron, who has been on leave during the 1951-1952 school year, expects to return to her position in September. The excellent work done by Mrs. Bradford, who resides locally, makes her available for call in case of further need at a later date.

(2) Miss M. Geneva Nay, for Miss Helen McEwen, Business Education, 1951-1952. Miss McEwen expects to return to her position in September and Miss Nay, who has done excellent work, has accepted an attractive position in the rather newly-organized Business Education Department at Northern Illinois State Teachers College.

(3) Mr. Charles M. Poppenheimer, for Miss Alice Eikenberry, Social Science, 1951-1952. Although Miss Eikenberry is continuing on leave, a person with different qualifications than Mr. Poppenheimer will be employed for next year to take over the necessary work in social science.

5. Leaves of Absence

a. Sabbatical

None other than the thirteen listed in the Board report of March 17, 1952.

b. Non-Sabbatical

In addition to the five listed in the Board report of March 17, 1952, there should be added

(1) Dr. Marion G. Miller, Associate Professor of Art, due to illness. Dr. Miller, having recently had a sabbatical leave when she completed work for her doctor's degree, can only obtain a non-sabbatical leave at this time, which is needed in order to comply with the recommendation of her physician that she remain away from school activities for a period of one year. Dr. Miller will be operating under the disability feature of the University Retirement System.

6. Continuance of Leaves of Absence

The following persons are continued on leave without pay, the first three of them due to illness who are at present on disability under the University Retirement System, and the fourth and fifth continuances are due to government service as a part of a military assignment. The sixth is due to a further year needed for advanced graduate work. Dr. R. G. Browne is continued on leave to serve with the Teachers College Board as Executive Officer.

(1) Miss Marion C. Allen
(2) Dr. Gladys Bartle
(3) Mr. L. W. Hacker
(4) Dr. Theodore Sands
(5) Mr. Joseph French
(6) Miss Alice Eikenberry
(7) Dr. Richard G. Browne

7. Returning from Leaves

a. Sabbatical

(1) Miss Verna Hoyman
(2) Mr. H. J. Ivens
(3) Miss Helen McEwen
(4) Miss Faye Mansfield

(5) Mr. Harold A. Moore
(6) Miss Ruth Stroud
(7) Miss Esther Vinson
(8) Mr. Francis Wade

b. Non-Sabbatical

(1) Miss Anne M. Cameron
(2) Dr. Milford C. Jochums
(3) Dr. C. W. Sorensen

8. Acquisition of Doctor's Degrees

The following are among those members of the present staff of Illinois State Normal University who have received doctor's degrees during the current school year beginning September 12, 1952 and ending June 7, 1952.

a. Mr. Arlan C. Helgeson, Ph.D., University of Wisconsin, Social Science. (Assistant Professor of Social Science)

b. Miss Florence P. Davis, Ph.D., University of Chicago, Home Economics. (Professor and Head of the Department of Home Economics)

c. Miss Margaret M. Duncan, Ed.D., Teachers College, Columbia University, Health and Physical Education for Women. (Assistant Professor of Health and Physical Education)

d. Miss Dorathy Eckelmann, Ph.D., University of Iowa, Speech Education. (Associate Professor of Speech)

e. Mr. T. E. Rine, Ph.D., George Peabody College for Teachers, Mathematics. (Associate Professor of Mathematics)

f. Mr. John Woodburn, Ph.D., Michigan State College, Science. (Assistant Professor of Science)

9. Changes in Rank

The following changes in rank are merited by the qualifications (education and experience) of the persons indicated and are recommended to be made effective September 1952.

Associate Professor to Professor	Assistant Professor to Associate Professor	Instructor to Assistant Professor	Faculty Assistant to Instructor
Claude Dillinger	Dorathy Eckelmann	Lucile Crosby	William V. White
Herman Tiedeman	Gertrude M. Hall	Margaret Lawrence	
	Ella C. Leppert	Helen McEwen	
	Henri R. Pearcy	Harold A. Moore	
	T. E. Rine	Genevieve Pohle	
		Arden Vance	

10. (deleted)

11. Off-Campus Supervisors

a. The following persons were used as approved supervisors of student teachers in the locations indicated. Their services are paid for at the rate of $8.00 per semester hour. They receive their pay twice each semester rather than each month. This is the second and final list for the second semester of the 1951-1952 school year.

Location and Name	Sem. Hrs.	Salary
Bloomington		
Bloomington High School		
Craig, Warren F. (Eng.)	5	$40.00
Hostettler, Dorothy Wilson (Speech)	5	40.00
Hostettler, Roy L. (S. S.)	5	40.00
Means, Margaret (Geog.)	5	40.00
Volk, Eldon L. (D. E.)	5	40.00
Washington Junior High School		
Davis, J. Dale (P. E.)	5	40.00
Fouty, A. Todd (S. S.)	5	40.00
Calumet City		
Thornton Fractional Township High School		
Gentile, Adolph (P. E.)	5	40.00
Vines, Lester (I. A.)	5	40.00
Elgin		
Elgin High School		
Cook, Ronald (P. S.)	2-1/2	20.00
Phillips, Ralph (P. S.)	2-1/2	20.00
Roggen, Arthur (P. E.)	5	40.00
Joliet		
Joliet Township High School		
Goranson, Perry A. (B. S.)	5	40.00
Lance, Keil M. (P. E.)	2-1/2	20.00
Parker, Kenneth Paul (P. E.)	2-1/2	20.00

Kankakee		
Kankakee High School		
Gramse, Clara (B. E.)	5	$ 40.00
Shipley, Shirley (S. S.)	5	40.00
Lincoln		
Lincoln High School		
Cohoon, Carl Wesley (B. E.)	3	24.00
Mason, Harold Ralston (B. E.)	2	16.00
Hrehovcski, George Gregory (P. E.)	5	40.00
Pekin		
Pekin Community High School		
Franz, Raymond (B. E.)	5	40.00
Stucki, Martha L. (S. S.)	5	40.00
Rock Falls		
Rock Falls High School		
Corl, Floyd H. (I. A.)	2-1/2	20.00
Elliott, Gaylon (I. A.)	2-1/2	20.00
McDonald, Bruce (P. E.)	5	40.00
Rock Island		
Senior High School		
Callihan, Kathryn (S. S.)	5	40.00
Greene, Kenneth E. (P. E.)	5	40.00

b. The following persons were employed as off-campus supervising teachers for the full eighteen weeks of the second semester.

Location and Name	Sem. Hrs.	Salary
Bloomington		
Bloomington High School		
Durflinger, Lorna (P. E.)	25	$200.00
Van Dorn, Stuart (P. E.)	5	40.00
Volk, Eldon (S. S.)	5	40.00
Bent Junior High School		
Thompson, Frank (I. A.)	5	40.00
Irving Junior High School		
Pointer, Edward (P. E.)	5	40.00
Washington Junior High School		
Dowdall, Leven (I. A.)	5	40.00
Bent Elementary School		
Bottomley, Dorothy (P. E.)	2-1/2	20.00
Gathman, Leta (P. E.)	2-1/2	20.00
Franklin Elementary School		
Proctor, Ione (P. E.)	2-1/2	20.00
Simkins, Josephine (P. E.)	2-1/2	20.00

Normal		
Normal Community Unit High School		
Allen, F. O. (Agri.)	5	$ 40.00
Kuster, Clarence (Agri.)	5	40.00
Legg, Lewis (P. S.)	5	40.00
Masters, Homer (B. E.)	5	40.00
Riley, Helen (P. E.)	14	112.00
Scott, Richard (S. S.)	5	40.00
Normal Central Elementary School		
Johnson, Carol (P. E.)	4	32.00

12. Additional Substitute Teachers

    a. The following persons are recommended to be added to the list of substitute teachers and are properly qualified to handle certain work for limited periods of time.

        (1) Mrs. Laura T. Smith
        (2) Mrs. Jewell V. DeWeese

13. New Appointments (Replacements)

    a. Miss Ila F. Karr, B.Ed., Illinois State Normal University; M.A., University of Denver, with a major in Library Science, as Instructor and Assistant Librarian, to fill a one-year position due to granting of leave of absence to Miss Ruth Zimmerman. Miss Karr, who has had teaching and library experience in the Bloomington Public Schools with additional experience in the library of James Millikin University and also as reserve librarian at Northern Illinois State Teachers College, would serve as librarian in the Metcalf Elementary School for the present 1952-1953 school year at a salary of $440.00 per month of $3960.00 for the nine months period beginning in September 1952.

    b. Mr. Benjamin J. Keeley, A.B. in Ed., State Teachers College, Kearney, Nebraska; M.A., University of Nebraska, with work practically completed for the Ph.D. degree at the University of Nebraska, as Assistant Professor of Social Science, with emphasis in the area of sociology, to take the place of Dr. Frances Kline, resigned, at a salary of $490.00 per month or $4410.00 for the nine

months period beginning September 1952. Mr. Keeley has had experience as a teacher in the Kearney, Nebraska, High School and as an instructor in the University of Nebraska.

c. Miss Margie Jeanne Miner, B.S. in Ed., Western Illinois State College; M.S., University of Wisconsin, as Instructor in Health and Physical Education for Women, to take a one-year position due to granting a leave of absence to Miss Zora Cernich, at a salary of $420.00 per month or $3780.00 for the nine months period beginning September 1952. Miss Miner has had teaching experience in the Roosevelt Junior High School of Tulsa, Oklahoma, and has served as Instructor in Physical Education at the Illinois Soldiers and Sailors Childrens School since September 1949.

d. Miss Candace Roell, B.S., M.A., University of Michigan, as Assistant Professor of Health and Physical Education for Women, to take the place of Dr. Margaret Duncan, resigned, at a salary of $530.00 per month, or $4770.00 for a period of nine months beginning September 1952. Miss Roell, who is completing work on her doctor's degree at the University of Michigan, has had teaching experience in the high school at Kalamazoo, Michigan, and in the Michigan State Normal College at Ypsilanti.

e. Mrs. Paz-Cielo A. Belmonte, A.B., University of the Philippines; M.A., University of Santos Tomas, Philippine Islands, as Faculty Assistant in Health and Physical Education, to take the place of Miss Betty Keough, who is assigned to the Illinois Soldiers and Sailors Childrens School, effective September 1952, at a salary of $675.00 for nine months. Mrs. Belmonte will carry out her assignment while doing work toward a degree of Master of Science in Education from Illinois State Normal University. She has had teaching experience as Chairman of the Department of Physical Education at the Philippine Normal College.

f. Miss Betty Keough, A.B., Butler University; M.S. in Ed., Illinois State Normal University (August 1952) as Instructor in Health and Physical Education at the Illinois Soldiers and Sailors Childrens School to take the place of Miss Margie Jeanne Miner, transferred to the campus staff of the Department of Health and Physical Education for Women, effective September 1952 at a salary rate of $4560.00 for twelve months. Miss Keough has had teaching experience at Washington, Indiana, and has served as a graduate assistant on the staff in Health and Physical Education at I.S.N.U. during the present year. This position is paid for through the Department of Public Welfare and is here listed only as a matter of record.

14. Faculty for the Academic Year 1952-1953

a. The following persons, listed according to academic rank and in order of salary under each rank, are recommended for employment in regular teaching positions for the school year 1952-1953 at salaries indicated at the extreme right, these appointments and salaries effective September 1952.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Professors		
*Cooper, Margaret	Ed. D.	Education	$6030.00	$6210.00
*French, Esther	Ph. D.	Health and Physical Education	6030.00	6210.00
*Gooding, R. U.	Ph. D.	Physical Science	6030.00	6210.00
*Hiett, Herbert R.	Ph. D.	English	6030.00	6210.00
*Holmes, F. Lincoln D.	Ph. D.	Speech	6030.00	6210.00
*Hoover, F. Louis	Ed. D.	Art	6030.00	6210.00
*Horton, C. E.	Ed. D.	Health and Phys. Ed.	6030.00	6210.00
*Kinneman, John A.	Ph. D.	Social Science	6030.00	6210.00
*Knudson, Emma R.	Ph. D.	Music	6030.00	6210.00
*Lamkey, E. M. R.	Ph. D.	Biological Science	6030.00	6210.00
*Mills, C. N.	Ph. D.	Mathematics	6030.00	6210.00
*Parker, Rose E.	Ph. D.	Education	6030.00	6210.00
*Stombaugh, Ray M.	Ph. D.	Industrial Arts	6030.00	6210.00

* Indicates Head of Department or Director of Division.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Professors (continued)		
*Toll, Lewis R.	Ph. D.	Business Education	6030.00	6210.00
*Whitten, Jennie A.	Ph. D.	Foreign Languages	6030.00	6210.00
De Young, Chris A.	Ph. D.	Education	5985.00	6165.00
*Davis, Florence	Ph. D.	Home Economics	5850.00	6030.00
Browne, Richard G.	Ph. D.	Social Science (Leave, 1952-53)	(5850.00)	(6030.00)
Dirks, Marie	Ph. D.	Home Economics	5850.00	6030.00
McAvoy, Blanche	Ph. D.	Biological Science	5670.00	5850.00
McCormick, Clyde T.	Ph. D.	Mathematics	5670.00	5850.00
Marzolf, Stanley S.	Ph. D.	Education	5670.00	5850.00
Okerlund, Gerda	Ph. D.	English	5670.00	5850.00
Royce, Bertha M.	Ph. D.	Biological Science	5670.00	5850.00
Sorrenson, Fred S.	Ph. D.	Speech	5670.00	5850.00
Taeger, Florence E.	Ph. D.	English	5670.00	5850.00
Cooper, Bernice	Ph. D.	Health and Phys. Ed.	5580.00	5760.00
Glasener, F. Russell	Ph. D.	Social Science	5580.00	5760.00
Gray, Nina E.	Ph. D.	Biological Science	5490.00	5760.00
Ingram, Christine P.	Ph. D.	Education	5580.00	5760.00
Marshall, Helen E.	Ph. D.	Social Science	5580.00	5760.00
Dillinger, Claude M.	Ph. D.	Education (Sab. Leave, 2nd Sem.)	5535.00	4286.25
Tiedeman, Herman R.	Ph. D.	Education	5535.00	5715.00

* Indicates Head of Department or Director of Division.

		Associate Professors		
Cross, C. L.	M. S.	Physical Science	5535.00	5715.00
Lichty, E. A.	Ed. D.	Education	5445.00	5625.00
Micken, Ralph A.	Ph. D.	Speech	5445.00	5625.00
Cogdal, Joseph	A. M.	Health and Phys. Ed.	5355.00	5535.00
Harper, Charles A.	M. S.	Social Science	5355.00	5535.00
*Hudelson, C. W.	M. S.	Agriculture	5355.00	5535.00
Vinson, Esther	A. M.	English	5355.00	5535.00
Connell, M. Regina	Ed. D.	Foreign Languages	5310.00	5490.00
Belshe, Francis B.	Ph. D.	Education	5265.00	5445.00
DeWees, W. I.	Ed. D.	Education	5265.00	5445.00
Evans, G. Harlowe	Ph. D.	Physical Science	5265.00	5445.00
Fielding, Howard I.	Ph. D.	English	5265.00	5445.00
Gray, Miriam	Ed. D.	Health and Phys. Ed.	5265.00	5445.00
Griffith, Esther M.	Ph. D.	Physical Science	5265.00	5445.00
Henline, Ruth	Ph. D.	English	5265.00	5445.00
Peithman, Harlan W.	Ed. D.	Music	5265.00	5445.00
Vetter, Dale B.	Ph. D.	English	5265.00	5445.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Associate Professors (continued)		
Yedor, Leo J.	Ph. D.	Social Science	5265.00	5445.00
Cavanagh, Helen M.	Ph. D.	Social Science	5175.00	5355.00
Lancaster, Thomas J.	A. M.	Education	5175.00	5355.00
Lueck, W. R.	Ph. D.	Education	5175.00	5355.00
Reed, Howard O.	Ed. D.	Industrial Arts	5175.00	5355.00
Ries, Donald T.	Ph. D.	Biological Science	5175.00	5355.00
Tasher, Lucy Lucile	Ph. D.	Social Science	5355.00	5355.00
*Watterson, Arthur W.	Ph. D.	Geography	5175.00	5355.00
Frey, Bernice G.	Ph. D.	Health and Phys. Ed.	5130.00	5310.00
Isted, Leslie M.	Ph. D.	Music	5085.00	5265.00
Koepke, H. F.	Ph. D.	Business Education	5085.00	5265.00
Miller, Marion G.	Ph. D.	Art		
		(Non-Sab. Leave 1952-53)	5085.00	(5265.00)
Martens, J. Louis	Ph. D.	Biological Science	5040.00	5220.00
Ashbrook, William D.	Ph. D.	Industrial Arts	4995.00	5175.00
Buehler, Rose Burgess	Ed. D.	Education	4995.00	5175.00
Conkey, Frances	M. S.	Home Economics	4995.00	5175.00
Esworthy, R. W.	Ph. D.	Business Education	4995.00	5175.00
Gueffroy, Edna M.	Ph. D.	Geography	4995.00	5175.00
Jochums, Milford C.	Ph. D.	English	4995.00	5175.00
Leavitt, Norma M.	Ed. D.	Health and Phys. Educ.	4995.00	5175.00
Smith, Gwen	Ph. D.	Health and Phys. Educ.	4995.00	5175.00
Young, O. L.	Ed. D.	Agriculture	4995.00	5175.00
Conrad, George	Ed. D.	Art	4905.00	5085.00
Peters, Margaret	Ed. D.	Business Education	4860.00	5040.00
Gimmestad, Victor E.	Ph. D.	English	4770.00	4950.00
Hill, Eugene	Ed. D.	Health and Phys. Educ.	4770.00	4950.00
McIntyre, Wallace E.	Ph. D.	Geography		
		(Non-Sab. Leave 1952-53)	4770.00	(4950.00)
Rine, T. E.	Ph. D.	Mathematics	4770.00	4950.00
Sorensen, C. W.	Ph. D.	Geography	4770.00	4950.00
Wells, Mildred C.	Ph. D.	Education	4770.00	4950.00
Eckelmann, Dorathy	Ph. D.	Speech	4680.00	4860.00
Freyberger, Ruth M.	Ed. D.	Art	4680.00	4860.00
Sands, Theodore	Ph. D.	Social Science	4680.00	(4860.00)
		(Non-Sab. Leave 1952-1953)		
Serra, Mary	Ph. D.	Education	4680.00	4860.00
Spector, Irwin	Ph. D.	Music	4680.00	4860.00
Leppert, Ella C.	Ed. D.	Social Science	4500.00	4680.00
Pearcy, Henri R.	Ph. D.	Social Science	4500.00	4680.00

Salaries in parentheses are those of staff on non-sabbatical leave who will not receive any salary for the school year 1952-1953.
* Indicates Head of Department or Director of Division.

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Assistant Professors		
Ellis, Margery A.	A. M.	Foreign Languages ("A" Block)	5040.00	5220.00
Hinman, Dorothy	M. A.	English ("A" Block)	5040.00	5220.00
Allen, Mabel Clare	M. A.	Speech	4860.00	4950.00
Bay, Douglas R.	A. M.	Mathematics	4770.00	4950.00
Buell, Mary E.	M. A.	Home Economics	4770.00	4950.00
Crompton, Mabel P.	S. M.	Geography	4950.00	4950.00
Day, Alta J.	M. A.	Business Education	4770.00	4950.00
Flagg, Elinor B.	M. S.	Mathematics	4860.00	4950.00
Hayden, Wezette A.	M. A.	Education	4770.00	4950.00
Huggins, Ruth C.	A. M.	English	4770.00	4950.00
Ivens, Howard J.	A. M.	Physical Science	4860.00	4950.00
McDavitt, Neva	A. M.	Geography	4860.00	4950.00
Robie, Doris	M. A.	Health and Phys. Educ.	4770.00	4950.00
Ross, Josephine	M. A.	Home Economics	4860.00	4950.00
Sherrard, Wayne F.	M.M. in Ed.	Music	4950.00	4950.00
Stroud, Ruth	M. S.	English	4770.00	4950.00
Webb, Mary D.	M. A.	Business Education	4770.00	4950.00
Winegarner, Lela	A. M.	English	4770.00	4950.00
Woodburn, John H.	Ph. D.	Science	4815.00	4950.00
Arnold, Mary S.	A. M.	Education	4680.00	4860.00
Barber, G. Bradford	M. A.	Speech	4680.00	4860.00
Brunk, Dorothy G.	M. A.	Social Science	4680.00	4860.00
Douglass, T. J.	M. S.	Agriculture	4680.00	4860.00
Ebel, Alice L.	A. M.	Social Science	4680.00	4860.00
Force, Thelma	M. A.	Education	4680.00	4860.00
Frye, Harold E.	M. A.	Health and Phys. Educ.	4680.00	4860.00
Green, John W.	M. S.	Agriculture	4680.00	4860.00
Hammerlund, C. M.	M. S.	Industrial Arts	4680.00	4860.00
Hess, Leland E.	A. M.	Social Science (Sab. Leave, 1952-1953)	4680.00	2430.00
Hitchcock, Alice	M. A.	Education	4680.00	4860.00
Laubaugh, L. E.	A. M.	Agriculture	4680.00	4860.00
Nelson, Thelma	M. A.	English	4680.00	4860.00
Ogle, Alice R.	M. A.	Art	4680.00	4860.00
Smith, L. S.	A. M.	Physical Science	4680.00	4860.00
Struck, Edwin G.	M. S.	Health and Phys. Educ.	4680.00	4860.00
Tudor, Raymond W.	M. A.	English	4680.00	4860.00
Wilcox, Charlotte E.	M.S.P.H.	Biological Science	4680.00	4860.00
Yates, Ruth V.	M. A.	Speech	4680.00	4860.00
Billingsley, Allie Ward	M. A.	Foreign Languages	4590.00	4770.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Assistant Professors (continued)		
Fensholt, Dorothy E.	Ph. D.	Biological Science	4590.00	4770.00
Kurth, Clarence H	Ed. D.	Education	4590.00	4770.00
Lundvall, Ruth M.	M. A.	Education	4590.00	4770.00
Nyquist, Edna	A. M.	English	4590.00	2385.00
		(Sab. Leave, 1952-1953)		
Roell, Candace	M. A.	Health and Phys. Educ.	- - - -	4770.00
Russell, Elizabeth	M. A.	Education	4590.00	4770.00
Shaw, William Harlan	M. A.	Speech	4590.00	4770.00
Wise, Vermell	M. A.	English	4590.00	4770.00
Mansfield, Faye E.	M. A.	Education	4500.00	4680.00
Mecay, Leroy E.	A. M.	Biological Science	4680.00	4680.00
Parker, Mary R.	M. A.	Art	4500.00	4680.00
Rickman, Lillie Mae	A. M.	Education	4500.00	4680.00
Gillett, Arley F.	M. A.	Health and Phys. Educ.	4410.00	4590.00
Helgeson, Arlan C.	Ph. D.	Social Science	4410.00	4590.00
Hoyman, Verna A.	M.A. in Ed.	English	4410.00	4590.00
Jessa, Marie	M. A.	Business Education	4410.00	4590.00
Lewis, Marjorie	M. A.	Education	4410.00	4590.00
Tatrant, Thalia J.	A. M.	Social Science	4410.00	4590.00
Thams, Paul F.	A. M.	Education	4500.00	4590.00
Brown, Francis	M. A.	Mathematics	4320.00	2250.00
		(Non-Sab. Leave, 2nd Sem)		
Cole, Ruth	M. A.	Education	4320.00	4500.00
Eikenberry, Alice	M. A.	Social Science	4320.00	(4500.00)
		(Non-Sab. Leave, 1952-1953)		
Stein, Ethel	M. A.	Education	4320.00	4500.00
Wheeler, Harriet R.	M. A.	Business Education	4320.00	4500.00
Johnson, Blossom	M. A.	Home Economics	4275.00	4455.00
Moore, Harold A.	M. S.	Biological Science	4275.00	4455.00
Alexander, Frances M.	A. M.	Social Science	4230.00	4410.00
Benton, Ralph A.	M. A.	Agriculture	4230.00	4410.00
Cernich, Zora	M. A.	Health and Phys. Educ.	4230.00	2205.00
		(Sab. Leave, 1952-1953)		
Chiles, Helen	A. M.	Foreign Languages	4230.00	4410.00
Dalluge, DeVerne	M. A.	Physical Education	4230.00	4410.00
Farnsworth, Harlan H.	M. A.	Health and Phys. Educ.	4230.00	4410.00
Keeley, Benjamin J.	M. A.	Social Science	- - - -	4410.00
Norskog, Edna	M. A.	Mathematics	4230.00	4410.00
Heldt, Carl D.	M. P. E.	Health and Phys. Educ.	4185.00	4365.00
Vance, Arden L.	M. M.	Music	4185.00	4365.00
McEwen, Helen	M. A.	Business Education	4140.00	4320.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Assistant Professors (continued)		
Paulson, Harold G.	M. A.	Education	4140.00	2160.00
		(Sab. Leave, 1952-53)		
Sheveland, Alice	M.A. in Ed.	Education	4140.00	4320.00
		(Childrens Sch.12 mo.)		
Bird, Ruth	M. A.	Health and Physical Ed.	4095.00	4275.00
Hammond, Robert G.	M. A.	Industrial Arts	4095.00	(4275.00)
		(Non-Sab. Leave, 1952-1953)		
		Instructors		
Wade, Francis	M. A.	Social Science	4680.00	4680.00
Hackett, Perry	M. Mus.	Music	4455.00	4500.00
Barford, George	M. S.	Art	4185.00	4410.00
Mauck, Inez L.	A. M.	Education	4230.00	4410.00
Shea, Grace R.	R. N., M. A.	Health Education	4230.00	4410.00
Westhoff, Margaret	M. S.	Music	4230.00	4410.00
Goff, James F.	M. S. in Ed.	Health and Phys. Educ.	4185.00	4365.00
Howard, Josephine	M. A.	Education	4185.00	4365.00
McEvoy, Dorothy	M. A.	Education	4185.00	4365.00
Mizer, Orrin G.	M. A.	Education	4185.00	4365.00
		(Childrens Sch., 12 mo.)		
Almy, Theodore B.	A. M.	English (Sab.Lv.2nd Sem.)	4140.00	3240.00
Bremer, Alma	A. M.	Home Economics	4140.00	4320.00
Damm, Frances L.	M. S. in Ed.	Education		
		(Sab. Leave, 1952-53)	4140.00	2160.00
Gates, Gerald F.	M. F. A.	Art	4140.00	4320.00
Parret, Margaret	M. A.	Speech	4140.00	2160.00
		(Sab. Leave, 1952-1953)		
Tasker, Vivian	M. A.	Education	4140.00	4320.00
Udstuen, Sadie B.	M. A.	Education	4140.00	4320.00
Brooks, Nadine	M. S. in Ed.	Education	4095.00	4275.00
Cameron, Anne M.	M. S.	Home Economics	4095.00	4275.00
Headley, Will C.	M. Mus.	Music	4095.00	4275.00
Hiler, Alta Grace	M. A.	English	4095.00	4275.00
Johnson, Bernadine	M. E.	Home Economics	4095.00	4275.00
Rozum, Mary A.	M. S.	Education	4095.00	4275.00
Hagman, Lucille G.	M. A.	Education	4050.00	4230.00
Jorgensen, Margaret	M. A.	Education	4050.00	(4230.00)
		(Non-Sab. Leave, 1952-1953)		
DeWeese, Harold	M. S. in Ed.	Physical Science	3960.00	4140.00
Garton, Malinda D.	A. M.	Education	3960.00	4140.00
Ives, Charlotte Ives	M. A.	Biological Science	4050.00	4140.00
Schell, Wilma M.	M. M.	Music	3960.00	4140.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Instructors (continued)		
Templeton, Donald F.	M. A.	English	3960.00	4140.00
Peikert, Cecilia	M. S.	Director of Museums (Sab. Leave, 1952-1953	3870.00	2025.00
Kuntz, Lowell J.	M. S. in Ed.	Music	3825.00	4005.00
Benjamin, Paul K.	M. A.	Health and Phys. Educ.	3780.00	3960.00
Engberg, Edna	M. Ed.	Health and Phys. Educ.	3780.00	3960.00
Farmer, Louise	M. S. in Ed.	Education	3780.00	3960.00
McGee, Rosemary	M. S. in Ed.	Health and Phys. Educ. (Non-Sab. Leave 1952-1953)	3780.00	(3960.00)
Porter, Charles	M. S. in Ed.	Industrial Arts	3780.00	3960.00
Blomgren, Roger D.	M. A.	Industrial Arts	3690.00	3870.00
Carlock, John R.	M. S. in Ed.	Biological Science	3600.00	3780.00
Miner, Margie Jeanne	M. S.	Health and Physical Education	----	3780.00
Richards, Doris	M. S.	Speech	3600.00	3780.00
Wolferz, Madeleine	M. A.	Education	3600.00	3780.00
		Faculty Assistants		
French, Joseph	M. S. in Ed.	Education (Non-Sab. Leave, 1952-53)	3375.00	(3555.00)
Wigell, Wayne	M. S. in Ed.	Education	3375.00	3555.00
Claus, John R.	B. S. in Ed.	Agriculture (Child.Sch., 12 mo.)	3060.00	3240.00
Bass, Buford H.	M. S. in Ed.	Industrial Arts	2925.00	3105.00
Crews, Warren	M. S. in Ed.	Health and Phys. Educ.	2925.00	3105.00
Van Huss, Hazel D.	---	Library	1800.00	1890.00
Belmonte, Paz-Cielo A.	M. A. Ed.	Health and Phys. Educ.	----	675.00
		Library Staff		
Welch, Eleanor W.	M. S.	Assoc. Prof., Dir. of Libraries	5535.00	5715.00
Speer, Eunice H.	M. S.	Asst. Prof., Asst. Librarian (Sab. Leave, 1952-1953)	4680.00	2430.00
Zimmerman, Ruth	M. A.	Asst. Prof., Asst. Librarian (Sab. Leave, 1952-1953)	4680.00	2430.00
Guthrie, Clara L.	M. S.	Asst. Prof. Asst. Librarian	4680.00	4860.00
Metzler, Winifred	M A.	Instructor, Asst. Librarian	4275.00	4455.00
Crosby, Lucile Z.	M. S. in Ed.	Asst. Prof., Asst. Librarian	4230.00	4410.00

Name	Academic Degree	Department	Salary 1951-1952	Salary 1952-1953
		Library Staff (continued)		
Lawrence, Margaret	M. A.	Asst. Prof., Asst. Librarian	4230.00	4410.00
Pohle, Genevieve A.	M. A.	Asst. Prof., Asst. Librarian	4095.00	4275.00
Galaway, Beryl T.	A. M. L. S.	Instructor, Asst. Librarian	4050.00	4230.00
Kreuz, Loretta A.	M. S. in L. S.	Instructor, Asst. Librarian	4050.00	4230.00
Karr, Ila F.	M. A.	Instructor, Asst. Librarian	- - - -	3960.00
Gienapp, Augusta	B. S. in L. S.	Instructor, Asst. Librarian (Sab. Leave, 1952-1953)	3870.00	2025.00
Plotnicky, Gergrude A.		Assistant Librarian	3780.00	3960.00

15. Administration, July 1, 1952 - June 30, 1953

a. The following persons, on an academic basis and listed in order of salary, are recommended for employment in regular positions as indicated for the calendar year July 1, 1952 to June 30, 1953, with salaries indicated at the extreme right, these appointments and salaries effective July 1, 1952.

Name	Academic Degree	Payroll Title	Position Nature of Work	Salary Rate 1951-52	Salary Rate 1952-53
Fairchild, R. W.	Ph. D.	President	President	12000.00	13000.000
Larsen, Arthur H.	Ph. D.	Professor	Dean	8760.00	9000.00
Carrington, J. W.	Ph. D.	Professor	Director of Laboratory School Experiences	8280.00	8520.00
Ullsvik, Bjarne R.	Ph. D.	Professor	Administrative Assistant to the President	8040.00	8280.00
Linkins, R. H.	A. M.	Assoc. Prof. Ex. Asst. Ed. & Ad.	Dean of Men	7680.00	7920.00
Miller, L. W.	Ph. D.	Professor	Dir.Univ. Field Services	7560.00	7800.00
Taylor, Glenn J.	Ph. D.	Professor	Dir. Hearing Laboratory	7440.00	7680.00
Miller, Murray Lincoln	Ph. D.	Assoc. Prof.	Dir. Audio Visual Aids	7380.00	7620.00

Name	Academic Degree	Payroll Title	Position Nature of Work	Salary Rate 1951-52	Salary Rate 1952-53
Lovelass, Harry D.	Ed. D.	Professor	Principal, Univ. H.S.	7320.00	7560.00
Keaton, Anna L.	Ph. D.	Assoc. Prof.	Dean of Women	7140.00	7380.00
Replogle, Vernon L.	Ed. D.	Assoc. Prof.	Principal, Metcalf Elementary School	7140.00	7380.00
Hancock, H. J.	M. S.	Assoc. Prof.	Director of Athletics	6900.00	7140.00
Reusser, John L.	Ph. D.	Assoc. Prof.	Principal, Childrens School	6900.00	7140.00
Brenneman, Elsie	M. A.	Asst. Prof. Ex. Asst. Ed. & Ad.	Director of Admissions	6780.00	7020.00
Gibson, Harold E.	Ph. D.	Assoc. Prof.	Dir. Bur. of Appointments.	6780.00	7020.00
Hall, Gertrude M.	Ed. D.	Assoc. Prof.	Director of Publicity	6780.00	7020.00
Norton, Stanley K.	Ph. D.	Assoc. Prof.	Assistant Dean of Men	6720.00	6960.00
Ensign, Preston M.	B. Ed.	Ex. Asst. Ed. & Ad.	Business Manager	6660.00	6900.00
Lauby, Cecilia	Ed. D.	Assoc. Prof.	Coordinator, Student Teaching	6600.00	6840.00
Kirchhoefer, Esther	M. A.	Instructor Ex. Asst. Ed. & Ad.	Registrar	6000.00	6240.00
O'Connor, Burton L.	M. A.	Asst. Prof.	Dir. Univ. H. S. Athletics	6000.00	6240.00
Anderson, William	M. S. in Ed.	Instructor	Dir. Alumni Relations	5640.00	5880.00
Terrill, Isabelle	A. M.	Instructor	Dir. Women's Residence Halls, Asst.Dean of Women	5400.00	5640.00
Honn, Max L.	M. S.	Instructor	Asst. Dir. Univ. Press	5100.00	5340.00
White, William V.	M. S. in Ed.	Instructor	Dir. Univ. Press	5100.00	5340.00
Smith, Nelson R.	M. S. in Ed.	Instructor	Publicity-Audio Visual	5040.00	5280.00
Steele, J. Russell	M. S. in Ed.	Instructor	Publicity - H & P.E. (Sab. Leave, 1952-1953)	5040.00	2640.00
Parker, Donald R.	M. S.	Instructor	Lab. Tech., Univ. Health Service	4860.00	5100.00
Malmberg, Eloise	A. B.	Ex. Asst. Ed. & Ad.	Director of Housing	4680.00	4920.00

Name	Academic Degree	Payroll Title	Position Nature of Work	Salary Rate 1951-52	Salary Rate 1952-53
Melrose, Ferne M.	B. Ed.	Ex. Asst. Ed. & Ad.	Recorder	4680.00	4920.00
Parker, Louise	M. P. H.	Instructor	Nurse	4500.00	4740.00
Carver, Katherine E.	A. M.		Emeritus Instructor	2100.00	2100.00
Dexheimer, Lora M.			Emeritus Instructor	2100.00	2100.00
Ela, Clara E.			Emeritus Instructor	2100.00	2100.00
Eyestone, Lura M.	B. S.		Emeritus Instructor	2100.00	2100.00
_____			Dir. Univ. Health Service	- - - -	7800.00
_____			Asst. to Bus. Manager	- - - -	5760.00

16. Illinois Soldiers and Sailors Childrens School Staff

a. Although most of the salaries of staff members at the Childrens School are paid by the Department of Public Welfare, there are four of them that are paid through the University. These are Dr. John L. Reusser, Principal, Mr. Orrin G. Mizer, Instructor and Assistant Principal, Miss Alice Sheveland, Assistant Professor, and Mr. John R. Claus, Faculty Assistant, whose salaries are indicated in the previous listing of the faculty of the University paid for through the Teachers College Board. Staff members at the Childrens School and their salaries paid through the Department of Public Welfare, effective from July 1, 1952 on a twelve months basis, are listed here in alphabetical order as a matter of record with the salary received for the current twelve months period just closing being presented in the left column.

Name	Classification	Salary 1951-1952	Salary 1952-1953
Baker, Gladys	Critic Teacher	$4920.00	$5160.00
Bauer, Veda B.	Critic Teacher	4920.00	5160.00
Bramble, Edith	Critic Teacher	4560.00	4800.00
Erbe, Gertrude M.	Critic Teacher	4920.00	5160.00
Freese, Joseph	Critic Teacher	4680.00	4920.00
Gleisner, Roland A.	Critic Teacher	4920.00	5160.00
Gray, Rolland O.	Critic Teacher	4920.00	5160.00

Name	Classification	Salary 1951-1952	Salary 1952-1953
Hard, Ruby	Critic Teacher	4680.00	4920.00
Hardine, Doris	Critic Teacher	4920.00	5160.00
Hougham, Janet C.	Elementary Teacher	3960.00	4200.00
Houghton, John Edgar	Critic Teacher	4920.00	5160.00
Kepner, Clara	Critic Teacher	4920.00	5160.00
Knuppel, Fred J.	Critic Teacher	4920.00	5160.00
Koenig, Lucille	Critic Teacher	4800.00	5040.00
Massey, Beth	Critic Teacher	4680.00	4920.00
Miner, Margie Jeanne (To September 1, 1952)	Critic Teacher	4800.00	840.00
Park, Leslie D.	Critic Teacher	4800.00	5040.00
Pumphrey, Mable A.	Critic Teacher	4920.00	5160.00
Ryden, Verner	Critic Teacher	4800.00	5040.00
Saller, Marceil	Critic Teacher	4680.00	4920.00
Sanders, Herbert C.	Critic Teacher	4800.00	5040.00
Shea, Josephine	Critic Teacher	4920.00	5160.00
Keough, Betty (Effective September 1 10 months, rate of $4560.00 for 12 months.)	Critic Teacher	----	3800.00

17. Summer Session Changes

a. Additions

(1) Mr. Wayne Wigell, Faculty Assistant in Education, to serve in the Psychological Clinic at a salary of $375.00 for each of the months of July and August, or a total of $750.00 for the entire eight weeks session.

(2) Miss Cecilia Peikert, Director of Museums, has been changed, at her request, from a twelve months basis to nine months plus summer session, and therefore should be employed for a six weeks period beginning June 30, to August 8, 1952, at a salary of $645.00, divided equally between July and August, or $322.50 for each of the two monthly allotments.

(3) Dr. Mary C. Serra, Associate Professor of Education and off-campus teacher in the extension course at Springfield, to take the place of Dr. Rose Buehler, un-

able to work the first week because of an injury suffered by a fall in the corridor of Old Main due to newly waxed floors. Dr. Serra would receive a salary of $130.00 for the one week payable in the payroll period in the last half of June.

(4) Mr. Fred Metzke, as Faculty Assistant in Art, to assist Dr. George Conrad in an off-campus extension course at Havana, Illinois, where the enrollment was in excess of fifty students. Mr. Metzke would work for the three weeks period at a two weeks payroll rate of a total of $300.00, payable in the last two weeks of June.

(5) Mr. Raymond E. Caton, as Instructor in Mathematics, to take one class due to meeting the request of Miss Edna Norskog to teach only two of three classes assigned to her, because of a health situation. Miss Norskog would receive two-thirds salary for two-thirds work as indicated in the next section of this report, and Mr. Caton would receive $155.00 per month, or a total of $310.00 for the two months of the summer session, representing one-third salary and one-third work.

b. Alterations

(1) Mr. James Goff to be changed in salary for the month of June from $110.00 to $220.00, due to error in listing.

(2) Dr. Arlan C. Helgeson, from $367.50 in July to $490.00 and exactly the same change for August, with a total of $980.00 for the eight weeks of the summer session, due to a longer assignment from six to eight weeks because of increased need for his services.

(3) Dr. Marion Miller, who was listed for two-thirds employment, to be changed to three-fourths employment with salary alteration from $380.00 to $423.75 for

each of the months of July and August, or a total of $847.50 for the summer session of eight weeks.

(4) Dr. Clarence Kurth, previously listed for three weeks employment in July is recommended for three additional weeks in August at a salary of $382.50, because of demand for another class.

(5) Miss Edna Norskog, Assistant Professor of Mathematics, has requested that her summer session load be reduced to two classes or two-thirds of a full load and that her compensation be on the basis of two-thirds of the salary for this position, or $313.32, divided into equal payments of $156.66, for each of two months, or a total of $626.64 for the summer session. This request is made because of health reasons and necessitates the employment of Mr. Raymond E. Caton as Instructor in Mathematics for the other one-third of the teaching load.

(6) Dr. F. L. D. Holmes, Head of the Department of Speech Education, has a teaching load of only two out of three classes originally planned for this position. He therefore will receive two-thirds salary for the summer session, or $446.66 divided into equal payments of $223.33 for each of the two months, or a total of $893.32.

c. Omissions

The names of the following persons are to be removed from the summer session list as presented at the March 17, 1952 Board meeting.

(1) Miss Alice Eikenberry, (total for eight weeks of $960.00) due to her desire to continue her off-campus leave of absence in work for her doctor's degree.

(2) Miss Eunice Speer, (total for eight weeks of $1040.00) in order to start her year's leave of absence with the summer ses-

sion for the purpose of getting additional work completed.

18. Change in Status

a. Dr. Gertrude M. Hall, Director of Publicity, has been invited to assist in drawing a master plan of recruitment at Teachers College, Columbia University. Since it will be possible to handle her work for a short period of time, it is recommended that she be granted the opportunity of being away from her position for the calendar month of July without pay in order to gain some valuable experience in helping to set up a new and important program of public relations, as well as to render valuable service to Columbia University.

b. Mr. Burton L. O'Connor, Assistant Professor of Health and Physical Education and Director of Athletics in University High School, desires to continue some graduate work during the summer. Aside from his vacation period, he is anxious to be excused from assignment here during the month of July. Aside from his regular vacation, his leave from the campus would be without pay for the first two weeks in August. He would return to his regular duties as of August 15. It is recommended that Mr. O'Conner be given the opportunity he requests. He has been teaching in workshops off-campus during the summer and will take up regular duties again upon his return from Pennsylvania State College.

III. OTHER EMPLOYEES

1. Resignations

a. Mr. William F. Thornton, Janitor, effective March 31, 1952.

b. Mrs. Barbara Landwehrmier, Clerk Stenographer I in the Special Education Building, effective June 13, 1952.

c. Mrs. Leyla Aimone, Library Clerk II in Milner Library, effective June 17, 1952, for health reasons.

d. Miss Joanne Fissel, Clerk Stenographer I in the Men's Health and Physical Education Department, effective June 30, 1952, in order to accept a position elsewhere.

e. Mrs. Shirley B. Mohr, Clerk Stenographer I in the Office of the Dean of the University, effective June 30, 1952, for health reasons.

f. Mrs. Jeanine Ragsdale, Health Service Nurse in the University Health Service, effective August 16, 1952, in order to be with her husband who is now returning from military service in Korea.

2. Retirement

a. Miss Carrie Canute, Pastry Cook, August 31, 1952.

b. Mrs. Dorothy Johnson, Cook I, August 31, 1952.

3. Leave of Absence

a. Mr. John J. Fenton, Stationary Fireman, due to illness, effective June 2, 1952. This leave is for one year and is without pay.

b. Mr. Carl E. Palmblade, Carpenter, who has been on leave of absence because of illness, has requested that this leave be continued. There is justification for this continuation and it is recommended that his leave be extended for another year beginning July 1, 1952.

4. Return from Leave

a. Mrs. Catherine A. Bonny, Janitress, effective June 1, 1952.

5. Temporary Employment Terminated

a. Mrs. Harriett A. Anderson, Janitress, as of May 31, 1952.

5a. Creation of New Positions

a. Clerk Stenographer II in the University Testing Service in order to meet increased demands in quantity of work and quality of performance. The money for the initial salary of $200.00 per month for not to ex-

ceed twelve months will be available from an accumulation of funds due to elimination of several student positions in this same service.

b. Inventory Supervisor in the Business Office in order to meet the requirements of the inventory law which have resulted in a greatly increased amount of work. The money for this position with an initial salary of not to exceed $200.00 per month for not more than twelve months, would come from the unallotted balance of $61,243.00 in Personal Service Account.

6. New Appointments (Replacements)

a. Miss Gloria Zehr, as Secretary in the Bureau of Appointments under the classification of Clerk Typist I, at a salary of $150.00 per month effective April 10, 1952, to take the place of Mrs. Anita Jones, resigned.

b. Mr. Louis Mallory, under the classification of Janitor, at a salary of $170.00 per month, effective April 24, 1952, to take the place of Mr. William F. Thornton, resigned.

c. Miss Athanasia Manos, provisional appointment as Clerk Typist I in the Special Education Building, at a salary of $150.00 per month, effective June 16, 1952, to take the place of Mrs. Barbara Landwehrmier, resigned.

d. Mrs. Henrietta L. Felix, provisional appointment as Library Clerk II in Milner Library, at a salary of $160.00 per month, effective June 16, 1952, to take the place of Mrs. Leyla Aimone, resigned.

e. Miss Mary K. Garls as Junior Purchasing Assistant in the Business Office, effective July 1, 1952, to take the place of Mrs. Norma Jean Auth who will resign in September. The initial salary for this position will be $250.00 per month for not to exceed twelve months.

f. Mr. Peter Robert Bakas as Assistant to the Business Manager, a Civil Service position,

at a salary rate of $4440.00 on a twelve months basis effective July 15, 1952 to take the place of Mr. Lloyd Eyer, deceased. Mr. Bakas, a graduate of Western Illinois State College, is at present employed as Assistant Purchasing Agent at Western.

7. Classified Employees for 1952-1953

a. The following Civil Service employees, on a basis not to exceed twelve months for the period beginning July 1, 1952 and arranged in alphabetical order, are recommended for employment at salaries indicated.

Position Number ** (I-CS)	Name	Title	Office	1951-52 Annual Salary	1952 53 Annual Salary
48	Arends, Zola N.	Dupl. Mach. Oper. II	Duplicating	$2244.00	$2364.00
40	Aucutt, Bernadine	Bkpg. Mach. Oper. II	Business	2700.00	2820.00
39	Auth, Norma Jean	Purch. Asst.	Business	3000.00	3240.00
3	Boundy, Lottie V.	Chief Clerk (III)	Dean of U. (Asst. to Dean)	4200.00	4440.00
44	Brasi, Vincent	Mail. Serv. Supr.	Mailing Service	3600.00	3840.00
42	Burridge, Domini M.	Bkpg. Mach. Oper. I	Business	2232.00	2460.00
75	Cleary, Mary C.	Health Serv. Nurse	Health Service	3120.00	3360.00
50	Clem, Ruth	Chief Libr. Clerk	Library	3180.00	3300.00
79	Culbertson, Frances (11 mo)	Health Serv. Nurse	Health Service	2750.00	2970.00
41	Devlin, Jean F.	Clerk Steno. I	Business	2436.00	2556.00
45	Edwards, Ruth	Clerk I	Business	2040.00	2160.00
34	Erickson, Edna L.	Clerk Steno. II	Biology	2688.00	2808.00
76	Farnsworth, Arlene (11 mo)	Health Serv. Nurse	Health Service	2750.00	2970.00
152	Fenton, Mina (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00
21	Fox, Sarah	Clerk Steno. III	Bureau of Appts.	2940.00	3060.00
27	Fuller, Helen D.	Switchboard Oper.	Special Educ.	1800.00	1920.00
28	Gardner, Patricia	Clerk Steno. I	Special Educ.	1800.00	1920.00
30	Gillett, Wynona	Clerk Typist I	Music	1800.00	1920.00
156	Glock, Lois	Clerk Typist II	Art	2040.00	2160.00
19	Gustafson, Betty L.	Clerk Steno. I	Special Educ.	2040.00	2160.00
53 *	Hackett, Dean E.	Res. Hall Dir.	New Men's Res.	3000.00	3240.00
2	Heinecke, Dorothy	Secretary (I)	President	3000.00	3240.00
80	Keller, Evelyn (11 mo.)	Health Serv. Nurse	Health Service	2750.00	2970.00

* Plus maintenance valued at $80.00 per calender year.

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Position Number ** (I-CS)	Name	Title	Office	1951-52 Annual Salary	1952-53 Annual Salary
1	King, Dorothy W.	Secretary (III)	President (Sec.to Pres.)	4440.00	4680.00
25	Kurtz, Mary	Chief Cl. (I)	Alumni	3000.00	3120.00
77	Littlefield, Patricia (11mo)	Health Serv. Nurse	Health Service	2750.00	2970.00
13	McKenna, Helen A.	Clerk Steno. I	Dean of Women	2424.00	2544.00
17	McQueen, Oressa	Secretary (II)	Lab. School, Ex.	3300.00	3540.00
20	Meeker, Lorene	Chief Cl. (III)	Bur. of Appts. (Asst. Dir.)	4200.00	4440.00
9	O'Brien, Lois	Clerk Steno. I	Registrar	1968.00	2088.00
49	O'Neal, Janice	Dupl. Mach. Oper. II	Duplicating	2028.00	2148.00
54	*Owens, Ethel L.	Res. Hall Dir.	New Women's Res.	3000.00	3240.00
18	Quensel, Phyllis	Clerk Steno. I	High School	1800.00	1920.00
81	Ragsdale, Jeanine (1½ mo.)	Health Serv. Nurse	Health Service	2750.00	405.00
12	Reilly, Marie C.	Chief Cl. (II)	Dean of Women	3480.00	3600.00
15	Richardson, Dorothy	Secretary (I)	Dean of Men	2880.00	3000.00
6	Ritchie, Florence	Chief Cl. (II)	Admissions (Asst. to Dir)	3600.00	3840.00
37	Roseman, Ferne A.	Head Cashier	Business	3840.00	4080.00
47	Russell, Helen	Office Supervisor	Duplicating	3540.00	3780.00
21	Schad, Dorothy	Clerk Typist I	Recorder	2172.00	2292.00
150	Schaper, Rosamari	Clerk Typist I	Registrar	1800.00	1920.00
38	Schneeberg, Mildred	Clerk II	Business	2400.00	2520.00
31	Schoenborn, Betty	Clerk Steno. I	Audio-Visual Ed.	1800.00	1920.00
36	Sealock, John	Chief Accountant	Business	4500.00	4740.00
46	Sears, Ferrell S.	Tab. Mach. Supr.	I. B. M.	3960.00	4200.00
5	Shols, Arleen	Secretary (I)	Dean of Univ.	2400.00	2520.00
10	Sieg, Marjean	Clerk Steno. I	Recorder	1980.00	2100.00
33	Soeldner, Emma F.	Clerk Steno. I	Women's Phys. Ed.	2232.00	2352.00
35	Soldwedel, Bette	Res. Hall Asst.	Fell Hall	1680.00	1800.00
83	Staker, Anna F.	Clerk III	Health Service	2700.00	2820.00
26	Stang, Genevieve	Clerk Steno. I	Field Services	1800.00	1920.00
43	Steingraber, Wilbur	Clerk II	Mailing Service	1920.00	2040.00
55	Stiegelmeier, Phyllis	Clerk III	Business	2400.00	2520.00
7	Sutter, Gloria	Clerk Steno. I	Admissions	2160.00	2280.00
22	Van Beynen, Mardelle	Chief Cl. (II)	Publicity	3600.00	3840.00

* Plus maintenance valued at $80.00 per calendar year.

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Position Number ** (I-CS)	Name	Title	Office	1951-52 Annual Salary	1952-53 Annual Salary
8	Wallace, Ferne M.	Chief Cl. (II)	Registrar (Asst. to Reg.)	3480.00	3720.00
74	Weber, Gyneth H.	Hd. Health Serv. Nurse	Health Service	4020.00	4260.00
149	Zehr, Gloria	Clerk Steno. I	Bureau of Appts.	1800.00	1920.00
16	Ziegler, Barbara	Clerk Steno. I	Asst. Dean of Men	1920.00	2040.00
*	_____	Res. Hall Dir.	Smith Hall	- - - -	3000.00
*	_____	Food Serv. Manager	Dir. Food Serv.	- - - -	5640.00

* Plus maintenance valued at $80.00 per calender year.

** The designation I-CS is used for Civil Service positions with the "I" designating Illinois State Normal University, and "CS" meaning Civil Service. This designation ordinarily precedes all numbers for employees when referred to separately.

8. New Appointments (Student Replacements)

a. Mr. Gordon Fidler, at a salary rate of $85.00 per month, effective June 16 to June 30, and again July 1, for a period not to exceed twelve months, to take the place of Mr. Eugene Irving.

b. Mr. Kenneth Giseburt, at a salary rate of $85.00 per month, effective June 16 to June 30, and again July 1, for a period not to exceed twelve months, to take the place of Mr. Raymond Catenacci.

c. Mrs. Rita Samlin, at a salary rate of $95.00 per month, effective June 16 to June 30, and again July 1, for a period not to exceed twelve months, to take the place of Miss Joanne Fissel, resigned.

d. Miss Bette Wiley, at a salary rate of $85.00 per month, effective June 16 to June 30, and again July 1, for a period not to exceed twelve months, to take the place of Miss Rose Mary Paris, resigned.

e. Mr. William Young, at a salary rate of $85.00 per month, effective June 16 to June 30, and again July 1, for a period not to exceed twelve months, to take the place of Mr. Robert Basarich.

9. Part-Time Student Appointments

a. One-hundred hour per month workers.

(1) Half month June 16 - June 30, 1952.

Name	Salary
Gordon Fidler	$63.75
Kenneth Giseburt	42.50
Rita Samlin	47.50
Bette Wiley	42.50
William Young	42.50

(2) Effective July 1, 1952 for not to exceed a twelve months period at monthly rate indicated.

Name	Monthly Rate
Ruth Brownell	$90.00
Ingrid Christensen	95.00
Melvin Currie	100.00
Dorothy Ernat	90.00
Gordon Fidler	85.00
Marjorie Friedrich	90.00
Kenneth Giseburt	85.00
Lola Giseburt	95.00
Thelma Jean Johnson	95.00
Marjorie Kudela	90.00
Elizabeth MacMurdo	95.00
Rita Samlin	95.00
Bonnie Schlabach	90.00
L. Maxwell Scott	90.00
Maurice Seymour	90.00
Juanita Sherwood	95.00
Byron Shurtleff	90.00
Bette Wiley	85.00
William Young	85.00

10. Negotiated Salary Schedule--State, County, and Municipal Union, for Illinois State Normal University, 1952-1953.

Classification	(1) Starting after July 1, 1951. Rate for all new employees and employees of less than 12 months service (Probationary Rate) Perm. rate for temporary employees.	(2) Minimum rate for all employes starting 13th month of continuous service in classification
Janitor	$175.00	$200.00
Janitress	150.00	170.00
Groundsman	200.00	235.00
Grounds Gardner	228.00	268.00
Watchman	200.00	238.00
Laundry Worker	175.00	214.00
Laundry Foreman	- - -	237.00
Driver	250.00	290.00
Assistant Farmer	200.00	225.00
Maintenance Worker	200.00	240.00
Utilities and Maintenance Repairman	285.00	350.00
Equipment Attendant	200.00	235.00
Men's Locker Room Attendant	200.00	235.00

The above are negotiated rates and replace the old ranges for the classification shown. The rates in column (1) and (2) are the maximum as well as the minimum rates and are not to be changed during 1952-1953, except to adjust to the minimum shown in column (2) when the employee has completed the 12 month probationary period. Adjustment to the minimum in column (2) to be made at the nearest payroll date to the completion date of probation.

All classifications in food service to receive a straight ten dollar ($10.00) increase effective July 1, 1952 with the exception of classification of Salad Maker which will be $15.00. It is recommended that all new food service employees be started at the minimum of the range.

11. Employees for 1952-1953, covered by above Negotiated Salary Schedule

    a. Classified employees for a period not to exceed twelve months beginning July 1, 1952, payable from appropriation for Personal Services General Revenue and Educational Operations Income Funds.

Position Number I-CS	Name	Starting Date	Salary Month	1951-1952 Year		Salary Month	1952-1953 Year
Janitor							
96	Alexander, Eugene T.	10-16-51	$160.00	$1920.00	To 10-15-52	$175.00	
					Fr. 10-16-52	200.00	$2312.50
89	Dunn, Ollie	8-1-31	259.00	3108.00		264.00	3168.00
102	Frisch, Clarence A.	9-11-51	170.00	2040.00	To 9-15-52	175.00	
					Fr. 9-16-52	200.00	2337.50
90	Hunter, Eugene F.	7-1-42	259.00	3108.00		264.00	3168.00
91	King, Edgar	7-1-42	259.00	3108.00		264.00	3168.00
92	Mays, Richard	2-1-44	259.00	3108.00		264.00	3168.00
105	Meredith, Richard H.	1-16-51	182.00	2184.00		200.00	2400.00
106	Murray, Frank H.	9-1-49	197.00	2364.00		202.00	2424.00
107	Samuels, Carl B.	7-2-51	170.00	2040.00		200.00	2400.00
109	Seiler, George V.	6-19-50	182.00	2184.00		200.00	2400.00
95	Thompson, Emmett	4-1-20	259.00	3108.00		264.00	3168.00
112	Vannice, A. W.	2-1-48	209.00	2508.00		214.00	2568.00
	_____	- - -	170.00	2040.00		175.00	2100.00
Janitress							
97	Bond, Christina	9-7-48	197.00	2364.00		207.00	2484.00
98	Bond, Kate	8-1-50	164.00	1968.00		174.00	2088.00
99	Bonny, Catherine	6-1-40	212.00	2544.00		222.00	2664.00
155	Giles, Zennia	11-15-51	150.00	1800.00	To 11-15-52	150.00	
					Fr. 11-16-52	170.00	1950.00
104	Manuel, Ferne C.	12-15-50	159.00	1908.00		170.00	2040.00
110	Shipley, Alma	11-15-50	159.00	1908.00		170.00	2040.00
111	Smith, Elmina A.	9-17-51	150.00	1800.00	To 9-15-52	150.00	
					Fr. 9-16-52	170.00	1990.00
Groundsman							
119	Collins, Thomas J.	5-16-49	203.00	2436.00		235.00	2820.00
124	Coon, Carl E.	7-19-42	258.00	3096.00		263.00	3156.00
121	Erbe, John H.	11-1-42	223.00	2676.00		235.00	2820.00
122	Mallory, George	9-1-42	223.00	2676.00		235.00	2820.00
123	Mattingly, Robert	10-1-44	223.00	2676.00		235.00	2820.00
125	Monical, William	11-19-40	258.00	3096.00		263.00	3156.00
120	Search, George M.	5-16-49	208.00	2496.00		235.00	2820.00
Grounds Gardener							
126	Schmalz, Otto	11-19-32	258.00	3096.00		268.00	3216.00
Watchman							
113	Janick, Frank	7-11-44	228.00	2736.00		238.00	2856.00
114	Nice, Roscoe	8-1-35	228.00	2736.00		238.00	2856.00

Position Number I-CS	Name	Starting Date	Salary Month	1951-1952 Year		Salary Month	1952-1953 Year
115	Schroeder, August	9-20-46	228.00	2736.00		238.00	2856.00
Laundry Worker							
143	Campbell, Lyda A.	7-1-45	204.00	2448.00		214.00	2568.00
142	Bean, Alma E.	8-19-47	203.00	2436.00		214.00	2568.00
Laundry Foreman							
141	Winstead, Eugene	6-2-47	227.00	2724.00		237.00	2844.00
Driver							
127	Fitzgerald, Russel T.	1-1-50	274.00	3288.00		290.00	3480.00
128	Stamper, Thornton L.	3-30-50	274.00	3288.00		290.00	3480.00
Assistant Farmer							
146	Anderson, William R.	11-15-49	200.00	2400.00		225.00	2700.00
23	Cole, Russell M.	11-10-48	245.00	2940.00		250.00	3000.00
148	Graves, Paul	9-1-42	277.00	3324.00		282.00	3384.00
133	Howard, Ben	12-13-48	223.00	2676.00		228.00	2736.00
147	Monical, John	4-1-50	200.00	2400.00		225.00	2700.00
145	Stiles, Fred I.	1-2-51	200.00	2400.00		225.00	2700.00
154	Webster, Harold S.	9-4-43	277.00	3324.00		282.00	3384.00
Maintenance Worker							
135	Johnson, James M.	7-6-43	257.00	3084.00		262.00	3144.00
136	Unger, William M.	1-10-49	221.00	2652.00		240.00	2880.00
137	Walsh, Riley	10-18-48	221.00	2652.00		240.00	2880.00
138	West, Lincoln	2-1-45	233.00	2796.00		240.00	2880.00
Utility and Maintenance Repairman							
129	Foulk, Frank E.	7-6-43	318.00	3816.00		350.00	4200.00
Equipment Attendant							
140	Parido, Richard	9-3-46	269.00	3228.00		274.00	3288.00
Men's Locker Room Attendant							
73	Howard, Arthur D.	1-21-49	230.00	2760.00		240.00	2880.00
Superintendent of Buildings and Grounds							
84	Lawson, W. P.		463.00	5556.00		483.00	5796.00
Chief Plant Oper. Engineer							
85	_____		---	---		400.00	4800.00
	Mead, Charles H.		430.00	5160.00	6 mo.	430.00	2580.00

Position Number I-CS	Name	Starting Date	Salary Month	1951-1952 Year	Salary Month	1952-1953 Year
Superintendent of Grounds						
86	Johnson, Harry G.	380.00	4560.00		400.00	4800.00
Superintendent of Buildings						
87	Butler, John H.	307.00	3684.00		317.00	3804.00
Painter (Prevailing rate - $2.25 per hour)						
130	Beckley, James J.	391.50	4698.00		391.50	4698.00
131	Karr, Gordon Dale	391.50	4698.00		391.50	4698.00
Carpenter Prevailing rate - $2.40 per hour to 4 /30/52 $417.60 $2.47½ per hour from 5/1/52 $430.66						
132	Leary, Francis J.		5037.32			5167.92
151	Lower, Harold L.		5037.32			5167.92
134	Speers, William E.		5037.32			5167.92
Farm Manager						
144	Mercier, Charles A.	325.00	3900.00		345.00	4140.00
			(Plus maintenance of $60.00 per month)			
Stationary Fireman						
116	Dithen, Arthur W.	327.00	3924.00		345.00	4140.00
117	Farmer, Roy R.	327.00	3924.00		345.00	4140.00
188	Reeder, J. E.	327.00	3924.00		345.00	4140.00
94	Thommen, Fred	327.00	3924.00		345.00	4140.00
118	(Replacement, Fenton)	327.00	3924.00			3420.00

b. Classified employees for a period not to exceed twelve months beginning July 1, 1952, payable from appropriation concerned with Auxiliary Enterprises.

Janitor						
103	Huber, Charles W.	9-11-51	160.00	1920.00	To 9-15-52	175.00
					Fr. 9-16-52	200.00	2337.50
Maintenance Worker						
139	White, William G.	9-19-42	257.00	3084.00		262.00	3144.00
Cook I						
67	Solomon, Imelda F.		160.00	1920.00		* 170.00	2040.00
70	Winsett, Lena		175.00	2100.00		* 185.00	2220.00

c. Classified employees for a period not to exceed twelve months beginning July 1, 1952,

* Salary shown does not include $30.00 per month maintenance allowed.

Position Number I-CS	Name	Starting Date	Salary Month	1951-1952 Year	Salary Month	1952-1953 Year
	payable from appropriation concerned with Bond Revenue Fund.					
Janitor						
100	Bruaw, Carl	6-23-47	215.00	2580.00	220.00	2640.00
153	Mallory, Louis	4-24-52	170.00	2040.00	To 4-30-53 175.00	
				Fr. 5-1-53	200.00	2150.00
93	Miller, Henry	9-1-25	259.00	3108.00	264.00	3168.00
Janitress						
101	Ferguson, Jessie V.	3-8-50	170.00	2040.00	180.00	2160.00
108	Schroeder, Fannie	9-1-48	170.00	2040.00	180.00	2160.00
Cook I						
68	Gee, Dorothy A.		210.00	2520.00	* 220.00	2640.00
61	Hale, Zola		203.00	2436.00	* 213.00	2556.00
160	Henninger, Grace A.		170.00	2040.00	* 180.00	2160.00
62	Hull, Edna		203.00	2436.00	* 213.00	2556.00
63	Johnson, Dorothy		203.00	2436.00	* 213.00	2556.00
161	Kennel, Elizabeth V.		170.00	2040.00	* 180.00	2160.00
157	Kumler, Susie M.		170.00	2040.00	* 180.00	2160.00
66	Miller, Nora B.		185.00	2220.00	* 195.00	2340.00
69	Stricker, Edith M.		170.00	2040.00	* 180.00	2160.00
Cook II						
58	Wardell, Elizabeth		235.00	2820.00	* 245.00	2940.00
Head Baker						
60	Canute, Carrie		215.00	2580.00	* 225.00	2700.00
Storekeeper						
59	Winker, G. A.		250.00	3000.00	* 260.00	3120.00
Asst. Food Service Cashier						
	Draper, Sudie		168.00	2016.00	* 178.00	2136.00
Food Production Manager						
56	Douglass, Rita Aileen		320.00	3840.00	* 330.00	3960.00
Food Service Supervisor						
57	LaCroix, Ruth Gleiser		160.00	1920.00	* 175.00	2100.00

* Salary shown does not include $30.00 per month maintenance allowed.

Position Number I-CS	Name	Starting Date	Salary Month	1951-1952 Year	Salary Month	1952-1953 Year
Kitchen Helper						
158	Berry, Laura E.	150.00	1800.00		* 160.00	1920.00
159	Foreman, Lou V.	150.00	1800.00		* 160.00	1920.00
Salad Maker						
65	Brennan, Fleeta C.	185.00	2220.00		* 200.00	2400.00
64	Manuel, Chlora B.	197.00	2364.00		* 212.00	2544.00
Clerk III						
72	Robbins, Lucile B.	215.00	2580.00		* 225.00	2700.00

* Salary shown does not include $30.00 per month maintenance allowed.

IV THE ORGANIZATION

1. Second European Field Course

In the summer of 1951, Illinois State Normal University, projecting a further field course upon the successful operation of geography field courses to both the Atlantic and Pacific coasts in alternate years, undertook the difficult task of operating a field course to Europe, including in this course firsthand visitation and study of areas in six countries. This course was so successful that it was decided that a second course would be undertaken in the summer of 1952. The demand for this course was twice as great as were the possibilities for reservations and therefore the trip is being made, but with a limited number because of the difficulty in getting accommodations both for travel and at various places in certain countries in Europe. The trip this summer is of necessity made by plane since it was impossible, even with an advanced notice of one year, to get block accommodations for groups on steamship lines. The group of eleven persons left New York by plane on June 13 and will return to New York on July 27, after visiting nine countries. Their schedule will include adequate periods of time for ample study in England, Scotland, Norway, Sweden, Denmark, Holland, Germany, Switzerland, and France.

Beginning with the summer of 1953, it is hoped

to resume the geography field courses in this country by making the trip to the west coast. This should be followed a year hence with the trip to the east coast, with the European course coming every other year. We have in the persons of Dr. Arthur W. Watterson, Head of the Geography Department, Dr. Clarence W. Sorensen and Dr. Wallace McIntyre, three persons who have had experience in field course work and have firsthand knowledge not only of this country but of foreign areas. These three persons are available to conduct field courses at home and abroad each summer and it would not be surprising to find that the demand for such courses might be such as to involve at least two different types of field courses in any one summer beginning in 1953.

V. THE CURRICULUM: No report.

VI. BUILDINGS AND GROUNDS

1. Plans for Elementary-Junior High School Building

With money available for drawing plans and preparing specifications for the elementary-junior high school building, a committee of staff members is meeting with the Building Committee of the Teachers College Board at Charleston at the time of this Board meeting in order to discuss what should be included in a building adequate in size and adapted in nature to the needs of educating teachers at I.S.N.U. for pre-elementary, elementary, and junior high schools. At a meeting of the Normal City Council on Monday, June 16, it was indicated that unanimous approval would be given on June 23 to closing a street one block in length (Sudduth Road) from Main Street to University Street, since the University owns the property on both sides of this street. This will make it possible to project the building across the street as would be necessary in order to have a structure of adequate size to meet housing needs. The architects may soon continue without interruption in the furtherance of the plans as agreed upon between the University and the Building Committee of the Teachers College Board.

2. Landscaping
The several contracts on the campus already in operation for completing certain landscaping jobs have progressed in fairly good manner, although the contractor around the Special Education Building has failed to make use of a great deal of good weather and is decidedly behind in the work he is expected to do. Steps are being taken to see that the proper state authorities are notified that this firm is not entering into the spirit of the work or the actual obligations it has assumed and it is hoped that pressure can be placed upon them to see that all the work is completed and ready by the opening of school in the fall. The landscaping in front of Old Main and around the new dormitories is progressing in satisfactory manner.

3. Progress on Building Construction
Release of Funds for Fell Hall. The contracts to the John Felmley Company for the additions to Fell Hall were based upon the original appropriation, Senate Bill 680, Sixty-sixth General Assembly, and the transfers of funds left over from other projects. The money for this work on Fell Hall was reappropriated under Senate Bill 770. However, the transfers made late in June were not included in the reappropriation. Sufficient work was not completed on the building by September 30, 1951, to make use of the transferred funds and they therefore lapsed into the Treasury unused. An amount of over $56,000.00 was lost in this way. A previous release of $36,500.00 was granted by the Board payable from the Rehabilitation and Modernization program under Senate Bill 771. It was hoped that some balances left in architectural fees could be charged against the previous biennium but Mr. Lanphier reported that this could not be done and this still leaves an over-encumbrance by these contracts of $21,000.00.

Therefore it is requested that a further release be approved from the Rehabilitation and Modernization program in the amount of $21,000.00. It is understood that in addition to this amount a supplemental request may need to be made through a separate report at this same Board meeting of June 23, 1952.

Fell Hall Additions. It may now be reported that the center or west addition to Fell Hall will be completed and ready for occupancy when school opens in September. This wing will include the student refectory much-needed on the campus, as well as quarters for the Director of Fell Hall and the Director of Food Services, and some living quarters for students. The remodeling and enlargement of the present kitchen and the changes in the dining room covering the inclusion of the present drawing room, should be ready when school opens. The south wing will not be ready until some time during the year. The drawing room on the first floor will be completed first and should be ready some time before the end of the first semester. The rooms for students may not be ready until the end of the year, which will not be too great a handicap since if they are not available when school opens in September, 1952, little use could be made of them before the opening of another school year. This construction will make a great and an important addition to the campus residence facilities for students, especially for those entering from high schools, since Fell Hall will continue to be solely a residence hall for freshman women.

Release of Funds for Fell Hall

To complete remodeling work necessary in kitchen and dining room in Fell Hall before opening of school in September, it is necessary to request an amount of $44,860.00 to be released from the Rehabilitation and Modernization appropriation in Senate Bill 771. This amount of money will take care of revision of kitchen, installation of new equipment, relocating present equipment, flooring, painting, and plastering not included in the original contracts. Also included in this amount is a contingency item of $4800.00. Due to the fact that a considerable portion of the construction involves remodeling and alterations to the present building, some unforeseeable items may arise which will require additional work that could not be anticipated either by the architects or the contractors. This is indigenous in the nature of re-

modeling. It is believed that this additional authorization of $4800.00 should cover all items to the completion of the job. This amount includes an item of approximately $700.00 for furnishing and installing a pair of metal doors and frame, with panic hardware, at the fourth floor termination of the stair tower in the new south wing. At the time of bidding the job, an Alternate was written to leave out all interior finish on the fourth floor; these smoke screen doors at the top of the fire tower were not excluded from this Alternate, so were omitted by the contractor. They should be provided to insure the integrity and fire-safety of this stair tower. Installing them at this time will mean that they will not have to be installed later when the fourth floor is finished. Also included in the contingency figure is the $1415.85 for additional work on footings previously approved by the Board. This contingency will also cover the figure which is presently being recommended by the architects in the amount of $350.00 for suspended ceilings just below pipes under bar joists in rooms 228, 229, 230, and 231. With the release of these funds it is expected that the building can be completed without further request being made for additional funds for this project.

Release of Funds for Fell Hall for Furniture and Furnishings. It is respectfully requested that the Board approve the release of funds from the appropriation for furniture and furnishings reappropriated in Senate Bill 770 from Senate Bill 680 for the purpose of obtaining the equipment needed for Fell Hall, which would be used approximately as follows:

$19,140.00	for equipment for kitchen and student center
3,000.00	for dining room equipment
32,860.00	for equipment for rooms, study and public areas.

This request totals $55,000.00, which is the balance remaining in this appropriation.

4. Future Construction

It is hoped that it will be realized that the present time is opportune for the completion of the top

story of Fell Hall. This can be done at less cost and with greater ease than at a date after building operations cease on this structure. Presumably, an appropriation of not to exceed $200,000.00 would provide quarters and equipment for approximately ninety more students and these facilities could be made available by September, 1953, if in the early days of the legislature after January 1, 1953, action could be taken on this project through an emergency appropriation.

5. Rehabilitation and Modernization Program

Some progress is being made in the various parts of the rehabilitation and modernization program although there is a decided handicap in the furtherance of such activities by the limitations of time available from the Division of Architecture and Engineering to prepare plans and specifications. It is hoped that a great deal of the work in connection with wiring in the Industrial Arts Building, including necessary changes in the auditorium, such as new seating and alterations to the stage and a complete redecoration program, may be possible within the next few months so as to have this ready when school opens in September 1953. A few other small portions of this program are being undertaken but most of it must await the possibility of getting help through the Division of Architecture and Engineering or some other source in order to get bids and award contracts on much-needed projects for which funds are available at the present time.

Considerable work has been planned and will be advertised for bids in connection with the heating plant, the results of which will be reported at the July meeting of the Teachers College Board. A great deal of the money included for rehabilitation and modernization has of necessity had to go into the completion of the additions to Fell Hall so that concentration of remaining funds has been largely on the Industrial Arts Building, the heating plant, and Cook Hall. Some general work over the campus, such as tuck pointing and a few repairs in other buildings, will be possible with the remaining

funds. The awarding of contracts for seating in the auditorium will be a matter of consideration at this Board meeting, following the opening of bids by the Division of Architecture and Engineering in Springfield on June 17, 1952. The disposition of funds in connection with the money made available for the rehabilitation and modernization program will be a matter of record at the July Board meeting.

6. Elm Tree Spraying

In view of the number and quality of the elm trees on the University campus and because of the elm tree disease that is very evident in the community of Bloomington-Normal, it seemed desirable during the summer of 1951 to have all trees sprayed by a professional who specialized in this type of activity. Again during the summer of 1952, it would appear advantageous and a matter of wise precaution to enter into a contract for another series of sprayings. Following requests for quotations on this work from Lyle O. Sayler, Bloomington, Illinois, Frank Hanbury Tree Service, Peoria, Illinois, Price Tree Service, Onarga, Illinois, and the Davey Tree Expert Company, Wilmette, Illinois, only one bid was received, that being from the Lyle O. Sayler Company in the amount of $3200.00. This firm did the spraying last year in a very satisfactory manner and it is recommended that they be given the contract for the job this year. (Note: Since this spraying needed to be done at a particular time and prior to this Board meeting, informal approval of the entire Board, and later definite approval of the members of the Advisory Committee, was secured and the first of two complete sprayings completed. Request for formal approval in this Board report is made as a matter of record.)

VII. AUXILIARY ENTERPRISES: No report.

VIII. STUDENT LIFE

1. College Day

The Annual College Day at Illinois State Normal University was held on Monday, April 28, with a few over a thousand students present from 164

high schools. Only students who are interested in teacher education and who are thinking of Illinois State Normal University as a possible school for obtaining their professional education are encouraged to come to the campus on this day, so that the total number of students representing so many high schools from all parts of Illinois was exceedingly gratifying.

2. Student Housing

At the present time all campus residences for both men and women are filled for the regular school year opening in September, with waiting lists of varying lengths being set up with the hope of accommodating additional students in the event of possible cancellations. The residence hall for upperclass women is not only filled but another hall of the same size could have been filled had such accommodations been available. There are still good living quarters in the Normal-Bloomington community listed with the Director of Housing that are available for those who unfortunately cannot get into the campus residences.

IX. MISCELLANEOUS

1. University Foundation

The Annual Meeting of the Illinois State Normal University Foundation was held on Saturday morning, June 7, which was commencement day. The present Board of Directors is:

Ex Officio

Mr. W. W. Wirtz, De Kalb, Chairman of the Teachers College Board

Mrs. H. L. Stiegelmeier, Normal, President of the General Alumni Association

Mr. R. W. Fairchild, Normal, President of the University

Alumni Members (named by the Alumni Association)

Mr. Richard F. Dunn, Normal

Mr. Roy Ramseyer, Bloomington

Representing the Teachers College Board (appointed by the Chairman)

Mr. Joseph F. Bohrer, Bloomington

Mr. Lewis M. Walker, Gilman

Members at Large (selected by other members of the Board of Directors)
Mr. Eugene Funk, Jr., Bloomington
Mr. F. Russell Glasener, Normal, Executive Secretary (Faculty member, I.S.N.U)

The report made by the Secretary showed the University Foundation funds to be in excellent shape and that the Foundation was serving a real purpose and meeting important needs.

In order to secure immediate appointment of members representing the Teachers College Board, Mr. Wirtz selected, subject to Board approval, Mr. Bohrer and Mr. Walker. It happened that none of the three Teachers College Board representatives could be present at the meeting on June 7, but all have agreed to serve as members of the Board of Directors.

2. Commencement
The Ninety-third Commencement was attended by a large number of relatives and friends of the 332 graduates, with the commencement address being given by Dr. Ralph McDonald, President of Bowling Green State University in Ohio. Following a plan of rotation worked out by Mr. Bohrer of using members of the Advisory Committee of I.S.N.U. to participate in the commencement program in authorizing the granting of degrees and awarding of diplomas, it was a pleasure to have Dr. Joseph Pois serve in this capacity at this particular commencement. The second 1952 or the summer commencement will be held on Friday, August 8.

3. Assignments Accepted
Considerable of the progress in teacher education is carried on by those interested and qualified to render service beyond that called for in the positions where they are employed and for which they receive a regular salary. It is expected that administrators in particular will give freely of their time in various educational activities and to agencies beyond their own campuses. Along this line the President of Illinois State Normal University has accepted the following responsibilities:

a. Membership for another term on the State Teacher Certification Board as a representative of the area of higher education.

b. Consultant at the Seventh Annual Conference of the National Commission on Teacher Education and Professional Standards to be held at Western Michigan College of Education, Kalamazoo, Michigan, June 24 - 28, dealing with the theme, "Evaluating Progress and Charting the Future of Teacher Education."

c. Chairman and member of Visitation Committees of the American Association of Colleges for Teacher Education for the evaluation of Schools of Education at the State University of Iowa at Iowa City, and Drake University at Des Moines, Iowa, after being excused from an additional and similar assignment in the State of Nebraska.

d. Resource person in connection with part of the program for the School for Executives of the American Association of Colleges for Teacher Education to be held at Ypsilanti, Michigan, August 17-23.

4. Conferences

Continuing the practice over the years of being of service to teachers and other educators in various types of school work, Illinois State Normal University is sponsoring as part of the 1952 summer session the following conferences:

a. Junior College Conference, June 18, 19, 20.

b. Social Science Conference, June 24, 25, 26.

c. General Summer Session Conference under the theme of "Moral and Spiritual Values in Education," July 14, 15, 16.

d. Special Education Conference, July 24, 25.

These conferences are of a non-credit nature but bring to the campus nationally-known and recognized leaders in position to be of great assistance especially to teachers in service.

5. Approval of Graduate Record Examination Fee

When there were relatively few graduate stu-

dents receiving master's degrees, the University felt that the cost of the Graduate Record Examination required of each of these candidates could be absorbed from University funds. Now that the number is increasingly large, it is believed that this should be a charge made to each student and therefore the request is made that the Teachers College Board approve as one of the fees of the University a charge of $3.00 from graduate students when they first register for graduate courses, in order to cover the cost of giving the Graduate Record Examination, this regulation to become effective beginning with the first semester opening in September 1952.

X. SUMMARY

Consideration and favorable action by the Teachers College Board is requested and will be appreciated on the following recommendations:

1. Approval of regular and military scholarship lists, when presented, covering the transfer of money from the General Revenue Fund to the Student Activity Agency Account of Illinois State Normal University to provide reimbursement for activity fees of students operating under high school and military scholarships.

2. Sanction of the graduates at the June 7, 1952 commencement as listed for both bachelor's and master's degrees.

3. Acceptance of the resignations of Mr. John T. Carey, Mrs. Waneta Catey, Dr. Margaret M. Duncan, Miss Delma Harding, Dr. Victor M. Houston, Dr. Frances Kline, Miss Mary Plagakis, Dr. P. W. Purcell, Miss Anola E. Radtke, Dr. R. Ruth Richards, Mr. Charles Slagle.

4. Elimination of the position of Assistant Director of the University Health Service held by Dr. Barbara Moulton, and the payment of $1023.75 covering vacation compensation and partial salary through August 22, 1952.

5. Closing of temporary positions held by Mrs. Margaret Bradford, Miss M. Geneva Nay, and Mr. Charles M. Poppenheimer.

6. Granting of a non-sabbatical leave of absence to Dr. Marion G. Miller.

7. Continuation of leaves of absence for Miss Marion C. Allen, Dr. Gladys Bartle, Mr. L. W. Hacker, Dr. Theodore Sands, Mr. Joseph French, Miss Alice Eikenberry, Dr. Richard G. Browne.

8. Changes in rank of Dr. Claude M. Dillinger and Dr. Herman Tiedeman from Associate Professor to Professor; Dr. Dorathy Eckelmann, Dr. Gertrude M. Hall, Dr. Ella C. Leppert, Dr. Henri R. Pearcy, Dr. T. E. Rine, from Assistant Professor to Associate Professor; Miss Lucile Crosby, Miss Margaret Lawrence, Miss Helen McEwen, Mr. Harold A. Moore, Miss Genevieve Pohle, Mr. Arden Vance, from Instructor to Assistant Professor; Mr. William V. White, from Faculty Assistant to Instructor.

9. Merit increases for Miss Margery Ellis, Assistant Professor of Foreign Languages, and Miss Dorothy Hinman, Assistant Professor of English.

10. Payment of salaries as indicated for off-campus supervisors of student teachers at centers indicated.

11. Addition of the names of Mrs. Laura T. Smith and Mrs. Jewell V. DeWeese as substitute teachers.

12. The appointment of Miss Ila F. Karr, Mr. Benjamin J. Keeley, Miss Margie Jeanne Miner, Miss Candace Rowell, Mrs. Paz-Cielo A. Belmonte, Miss Betty Keough, as replacements to positions named and at salaries indicated.

13. Employment of the faculty for the academic year of nine months beginning in September 1952.

14. Employment of staff members for positions covering a period of not to exceed twelve months at salaries indicated.

15. Acceptance as a matter of record of the teaching staff of the affiliated Illinois Soldiers and Sailors Childrens School as listed.

16. Additional salaries for Mr. Wayne Wigell, Miss

Cecilia Peikert, Dr. Mary C. Serra, Mr. Fred Metzke, Mr. Raymond E. Caton to meet existing needs in the summer session.

17. Alterations in the salaries of Mr. James Goff, Dr. Arlan C. Helgeson, Dr. Marion Miller, Dr. Clarence Kurth, Miss Edna Norskog, Dr. F. L. D. Holmes, for the summer session.

18. Elimination of the names of Miss Alice Eikenberry and Miss Eunice Speer from the summer session list presented in the March 17, 1952 Board Report.

18a. Acceptance of change in status for Dr. Gertrude M. Hall and Mr. Burton L. O'Connor.

19. Acceptance of the resignations of Mr. William F. Thornton, Mrs. Barbara Landwehrmier, Mrs. Leyla Aimone, Miss Joanne Fissel, Mrs. Shirley B. Mohr, Mrs. Jeanine Ragsdale.

20. Granting of leave of absence to Mr. John J. Fenton, Stationary Fireman, and Mr. Carl E. Palmblade, Carpenter.

21. Termination of temporary employment of Mrs. Harriett A. Anderson.

21a. Creation of new positions - Clerk Stenographer II in University Testing Service and Inventory Supervisor in Business Office.

22. New Appointments as replacements covering positions of Miss Gloria Zehr, Mr. Louis Mallory, Miss Athanasia Manos, Mrs. Henrietta L. Felix, Mark K. Garls, and Peter R. Bakas.

23. Employment of Civil Service employees as listed for a period not to exceed twelve months from July 1, 1952 at salaries listed.

24. New student appointments covering replacements in the persons of Mr. Gordon Fidler, Mr. Kenneth Giseburt, Mrs. Rita Samlin, Miss Bette Wiley, Mr. William Young at salaries listed and for periods indicated.

25. Employment of part-time student workers for both the last half of the month of June and for periods effective July 1, 1952, covering a time of not to exceed twelve months.

26. Employment of non-academic staff covered by the recently negotiated salary schedule, according to positions listed, and salaries indicated.

27. The release of $21,000.00 and $44,860.00 from the Rehabilitation and Modernization Fund as authorized in Senate Bill 771 covering necessary additional work on Fell Hall.

27a. Release of $55,000.00 as the balance in the reappropriation of $75,000.00 for furniture and furnishings for Fell Hall.

28. Entrance into contract with Lyle O. Sayler Company in the amount of $3200.00 for the spraying of elm trees on the campus.

29. The establishment of a Graduate Record Examination Fee of $3.00 as indicated.

Respectfully submitted,

R. W. Fairchild

REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS MEETING IN CHARLESTON, ILLINOIS JUNE 23, 1952

To the Members of the
Teachers College Board of Illinois:

I. STUDENTS

A. Enrollment, Spring Quarter, 1952

	Men & Boys	Women & Girls	Total	Total One Year Ago
1. College				
a. On campus				
Graduates	79	37	116	134
Seniors	121	96	217	208
Juniors	122	82	204	258
Sophomores	143	145	288	291
Freshmen	171	157	328	423
Sub-total	636	517	1,153	1,314
b. Extension				
Graduates	7	17	24	46
Undergraduates	9	165	174	141
Sub-total	16	182	198	187
Total	652	699	1,351	1,501
2. Secondary Schools				
Western High	58	71	129	121
Bardolph	26	25	51	58
Kewanee	302	338	640	651
Galesburg	488	490	978	1,001
Jacksonville	410	416	826	816
Macomb	180	191	371	0
	1,464	1,532	2,995	2,647
3. Elementary				
Western Training School	126	137	263	276
Edison Jr. High	120	120	240	0
Other Training Schools (Rural, Adair, Bardolph)	122	110	232	209
	368	367	735	485
Grand Total	2,484	2,597	5,081	4,633

B. Teachers College Scholarship List

1. I certify to the Teachers College Board that the persons with the addresses indicated in each case, a list of whom was sent to the Secretary together with the voucher dated April 4, 1952 to be submitted to the Auditor

of Public Accounts, attended the Western Illinois State College during the Spring Quarter 1952 under the provisions of Section 30-1 of "The School Code."

C. Military Scholarship List

1. I certify to the Teachers College Board that the persons of the addresses indicated in each case, a list of whom was sent to the Secretary along with the voucher dated May 20, 1952 to be submitted to the Auditor of Public Accounts, attended the Western Illinois State College during the Spring Quarter 1952 under the provisions of Section 30-5 of "The School Code."

II. FACULTY

A. Leave of Absence

1. Mr. Bernard J. Young, Assistant Professor in the Laboratory School, has requested a leave of absence without salary during the 1952-53 academic year in order to complete the requirements for the doctorate at the University of Illinois.

B. Replacements

1. Mr. LaVon Rasco will be employed as Assistant Professor in the Department of English, beginning September 1, 1952, at $450 per month to replace Miss Olive Fite, who has been granted sabbatical leave in 1952-53. Mr. Rasco received the A.B. and A.M. degrees from the University of Mississippi, and he is now a student at the State University of Iowa where he expects to complete this summer all requirements for the Ph.D. degree except his dissertation. He taught one year at the University of Mississippi and one summer at Mississippi Junior College.

2. Mrs. Vivian W. Myers will be employed as Instructor of Home Economics in the Laboratory School during the 1952-53 academic year to replace Miss Nancy Neeley, who will be studying at Columbia University. Her degrees are: B.S., Ohio State University;

M.S., Western Illinois State College. During the past year she taught home economics in the V.I.T. Community Unit, Table Grove. Her salary will be $400 per month.

3. Mr. Richard C. Keeley will be employed as Faculty Assistant in the Laboratory School to teach one class in Spanish and one in English during the 1952-53 academic year. He will receive $195 per month. Mr. Keeley received the B.S. degree from Western and will be enrolled next year as a graduate student working toward the M.S. degree. The additional classes are necessitated by the increase in high school enrollment.

4. Mr. Wayne K. Howell will be employed as Instructor on the Library staff, effective September 1, 1952, at $400 per month. His degrees are: A.B., Municipal University of Omaha and A.M., Florida State University. He will replace Mrs. Clara Horcasitas Harley whose resignation will become effective on August 31, 1952.

5. Miss May Elizabeth Richards will be employed as Instructor in the Department of Mathematics to replace Mr. Joseph Stipanowich who has been granted a leave of absence for 1952-53. Miss Richards received the A.B. and A.M. degrees from the University of Illinois and has completed 34 semester hours of graduate work beyond the Master's at the University of Illinois and Northwestern University. She has taught seven years at Grant Park, Illinois, and fifteen years at Northbrook, Illinois; she will be on leave of absence from Northbrook in 1952-53. Her salary will be $480 per month.

6. Miss E. Sue Bagley will be employed as Instructor in the Laboratory School, effective September 1, 1952, to teach an additional section of the first grade. Miss Bagley received the B.S. degree from the University of Nebraska and the M.S. from the Western Illinois State College. During the past year she was employed as first grade teacher in

the V.I.T. Community Unit. Her salary will be $400 per month.

7. Mr. Herbert D. Zoebel will be employed as Assistant Professor in the Laboratory School during the 1952-53 year to replace Mr. Bernard J. Young, who will be on leave of absence. Mr. Zoebel received the B.S. and M.S. degrees from Illinois State Normal University and at present is a student at Northwestern University where he has earned fifty-six semester hours toward the doctorate. His salary will be $490 per month.

C. Summer School Changes

1. Mrs. Lillian Wallace will be employed as Faculty Assistant in the Department of Geography during the Second Summer Term 1952 at $150 per month to assist with the field study tour to Mexico. She holds the B.S. degree from State Teachers College, Bridgewater, Massachusetts, and the A.M. from Clark University. In addition she has done graduate work at Boston University, University of Chicago, Massachusetts University and Springfield College. She is regularly employed as a geography and psychology teacher at State Teachers College, Westfield, Massachusetts.

III. OTHER SCHOOL EMPLOYEES

A. Resignations

1. Miss Virginia Dunmore, Assistant Residence Hall Director, who acted as social director at Grote Hall, has submitted her resignation effective August 1, 1952 in order to accept employment with the Philco Company at a much higher salary for the same type of work.

B. Appointments

1. Mr. Alex F. Macklin was employed effective April 16, 1952 as Janitor at a salary of $175.00 per month. He has been assigned to the Classroom Addition to Morgan Gymnasium which was officially opened for use on April 1.

C. Addition to list of substitute teachers

1. Harold O. Spicer, A.B., A.M. (for first summer term only).

D. Classified employees for 1952-53 for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund:

Name	Pay Roll Title	Salary 1951-52	Salary 1952-53
Office			
Hambly, Joan	Switchboard Operator	$2,244.00	$2,424.00
Building Maintenance			
DeHaven, Gervase R.	Electrician	4,620.00	4,906.80
Larson, Thomas V.	Plumber	4,620.00	4,959.00
Moore, Guy	Carpenter	3,420.00	4,176.00
Stookey, Ray	Painter	3,564.00	594.00 (2)
Jones, Roy L.	Janitor Foreman	3,036.00	3,240.00
Allen, Harold	Receiving Clerk	2,556.00	2,760.00
Butterfield, Cyril	Janitor	2,556.00	2,760.00
Elam, William	Janitor	2,556.00	2,760.00
Graves, Earl	Watchman	2,556.00	2,760.00
Inman, Garnet	Janitor	2,556.00	2,760.00
Leighty, Elbert	Janitor	2,556.00	2,760.00
Mason, Thomas B.	Watchman	2,556.00	2,760.00
Nunn, George	Janitor	2,556.00	2,760.00
Purdum, Roma F.	Janitor	2,556.00	2,760.00
Shifley, Howard	Janitor	2,556.00	2,760.00
Stewart, Earl	Janitor	2,556.00	2,760.00
Thompson, Dean	Janitor	2,556.00	2,760.00
Harwick, Harold E.	Equipment Attendant	2,376.00	2,640.00
Atwater, Lloyd	(Janitor (Prob.) (10.5)	1,785.00	300.00 (1.5)
	(Rate beg. 13th mo.		2,415.00 (10.5)
Macklin, Alex F.	(Janitor (Prob.) (2.5)	437.50	1,900.00 (9.5)
	(Rate beg. 13th mo.		575.00 (2.5)
Langheim, Francis	Laborer, Maintenance (1)	200.00	400.00 (2)
Mason, Mary	Janitress	2,184.00	2,364.00
VeNard, Mary	Janitress	2,184.00	2,364.00
_____	Painter		2,930.00 (10)
Heating Plant			
Monninger, Carl	Chief Plant Opr. Engr.	5,304.00	5,484.00
Carson, Roy	Stationary Engineer	4,440.00	4,680.00
Locke, Ellis	Stationary Engineer	4,440.00	4,680.00

Name	Pay Roll Title	Salary 1951-52	Salary 1952-53
Heating Plant (continued)			
Inman, Clarence J.	Stationary Fireman	3,025.00	4,140.00
Monninger, Robert C.	Stationary Fireman	Military Leave	
Thrasher, Robert E.	Stationary Fireman	2,925.00	4,140.00
Waller, Walter	Stationary Fireman	3,924.00	4,140.00
Wells, Glen W.	Stationary Fireman	3,924.00	4,140.00
Peterson, Kenneth M.	(Helper - Power Plant		
	(Repairman	1,125.00 (5)	1,800.00 (6)
	(Stationary Fireman		2,070.00 (6)
Grounds			
Horrell, Fred R.	Grounds Foreman	3,192.00	3,420.00
Newman, Max	Farm Foreman	3,168.00	3,348.00
Shryack, Lawson	Greenskeeper	2,904.00	3,120.00
Cromer, Thomas	Groundsman	2,556.00	2,760.00
Grim, Robert	Groundsman	2,556.00	2,760.00
Purdum, Harold K.	Groundsman	2,556.00	2,760.00
Lowderman, R. L.	Groundsman	2,460.00	2,760.00
Riden, Damond E.	Groundsman	2,376.00	2,760.00
Walley, Lloyd G.	Groundsman	2,376.00	2,760.00
Icenogle, Homer	Asst. Farmer	2,244.00	2,424.00
Ellis, John W.	Asst. Farmer	800.00 (4)	400.00 (2)
Shryack, Donald	Groundsman	600.00 (3)	600.00 (3)
Smith, O. T.	Groundsman	400.00 (2)	800.00 (4)
Transportation			
Beal, Willard W.	Main. Equip. Opr.	2,515.00	3,120.00

E. Classified employees for 1952-53 for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, Income Fund - Auxiliary:

Name	Payroll Title	Salary 1951-52	Salary 1952-53
Food Service			
*Crain, Bessie	Cook I	2,376.00	426.00 (2)
*Burton, Edna	Cook I	2,376.00	2,556.00
*Hainline, Ruth	Cook I	2,244.00	2,424.00
***Stockwell, Altie	Cook I	1,980.00	2,160.00
*Purdum, Nell R.	Cook I	1,980.00	2,160.00
***Joplin, Myrtle	Cook I	1,848.00	2,028.00
*Broyles, Clara M.	Cook I	1,800.00	1,980.00
*Miller, Roberta D.	Cook I	1,800.00	1,980.00

Name	Pay Roll Title	Salary 1951-52	Salary 1952-53
*Rhodes, Nellie Mae	Cook I	1,800.00	1,980.00
*Switzer, Carol	Cook I	1,800.00	1,980.00
*Horrell, Marie L.	(Cook I (Prob.)	462,00 (3)	1,386.00 (9)
	(Rate beg. 13th mo.		495.00 (3)
_____	Kitchen Helper		1,400.00 (10)
Building Maintenance			
Nelson, Charles	Janitor	2,556.00	2,760.00
*Hubbard, Lula	Maid	1,920.00	2,040.00
*Kipling, Eunice F.	Laundry Worker	1,920.00	2,100.00
* Wear, Irene	Laundry Worker	1,920.00	2,100.00
Hall, Iva M.	Maid	1,788.00	2,040.00
**** _____	Washman		P. R.
*** _____	Maid		1,440.00

Note: The salaries for the Heating Plant employees are according to the proposed scale which will be presented to the Board on June 23 by the International Union of Operating Engineers, Local No. 8; the other salaries are according to the proposed scale to be presented by Local No. 417, American Federation of State, County, and Municipal Employees.

*$10 maintenance per month

**$20 maintenance per month

***$30 maintenance per month

****$40 maintenance per month

IV. ORGANIZATION

The work for the dean of the college has been reorganized, and now he has charge of the registration, orientation, freshman week, and the academic counseling of students. In this latter work he has the assistance of twenty faculty members.

All of these activities were formerly carried on by either the dean of men, the dean of women, or special committees.

Even in one year with this new type of organization we have seen evidence of much better results concerning the guidance of students due to the work being concentrated in one office.

V. CURRICULUM

A. Illinois Curriculum Program - Citizenship Education Project

The following is merely for the information of

the Teachers College Board concerning our participation in the ICP-CEP project sponsored by the University of Illinois:

The second year of consultant service furnished by Western Illinois State College to the ICP-CEP has shown an extension of diffusion as well as marked increases in participation. The latter has been a gain both in the quantity of teachers and pupils involved as well as in the quality of the curriculum enrichment and changes as evidenced by student, teacher, administrative and lay community appraisals received from the collaborating school districts.

Forty-seven visits were made to the twelve participating school systems. Since January of this year, three additional schools have been added to the initial nineteen collaborating schools, and nine additional teachers have been added to the twenty-three listed in the February Progress Report. This service involved 396 hours of consultant time inclusive of travel. An average of four visits was made to each school for an average of twenty-one hours of assistance within the school.

Typical services performed include: suggesting new course materials, analyzing sources of "blocks" and suggested methods for removing them, evaluation of practices, techniques or participant learning, introducing the program to students, orientation of other faculty to the program, assisting in studies of the functions and roles of student committees and committee members, etc.

Periodically, state workshops are held for the purpose of diffusing the ICP-CEP program. These meetings may be for the purpose of orienting non-participating teachers from a collaborating school to the program or for the purpose of introducing the program to teachers who wish to participate and whose schools desire to become collaborating schools. As a result of the last workshop held at Pere Marquette Park, a cluster of schools from the regional area served by Western have become collaborating schools.

A large number of W.I.S.C. faculty have attended one or more of these workshops and given valuable assistance in the orientation process. Western, as one of the four colleges under the Teachers College Board, leads in the number of consultants furnished such workshops and in the consistency of such consultant help. The W.I.S.C. regional consultant has also participated at a staff meeting of CEP at Columbia University.

Approximately 153 hours including travel time were utilized at four conferences and workshops during the past year.

B. Western's Field Study Program

Including the Christmas tour to Florida, 203 students from twenty-three states and one province of Canada will spend approximately $75,000 in traveling with Western during the 1952 season. This is the largest number that has enrolled for field study work in any one year since Western inaugurated its tour program five years ago.

Originally plans were made to send one bus to Florida, limiting the group to thirty, but so many people applied that a second bus was chartered to take care of all who wanted to go. Likewise, on the tour to Mexico, it was planned to send one bus, but so many applications were received that a second bus was chartered. Applications are now being returned at the rate of seven or eight per week. Had hotel accommodations been available, three or four buses could have been filled. There will be approximately twenty-five on the tour to Washington, D.C.

The tours that are to be offered during the summer terms of 1952 are as follows:

(1) Area: Washington, D. C.; Richmond; Williamsburg; Philadelphia.

Dates: June 23 to July 11.

Courses: American History 224; Political Science 222; Social Science 365, 366, 433, 590, 591; English 361, 362, 235, 429; Visual Education 322, 323.

(2) Area: San Antonio, Texas; Mexico City; Acapulco.
Dates: July 21 to August 19.
Courses: Visual Education 322, 323; Photography 431; Geography 367, 368; Biology 361, 362, 591, 592; Social Science 373, 374, 590, 591.

Beginning September of 1952, a series of short one-day tours will be made to points of interest in and around Macomb. These trips will be open to students on campus and to teachers in service in western Illinois. During the Christmas holidays, students will have a choice of two tours: a bus trip to New Orleans or an air trip to the West Indies (Jamaica, Haiti, and Cuba).

VI. BUILDINGS AND GROUNDS

A. The work of installing new glass block windows in the original part of Morgan Gymnasium has been completed.

B. The addition to the Heating Plant is practically completed.

C. At the present time minor repairs are being made to the roads and parking areas on the campus.

D. The only project remaining unfinished is the parking area located directly north of Morgan gymnasium.

E. Bids for repairs and modernizing of the dairy barn, located on the college farm, were opened on June 10, 1952. We desire approval of the Board for the construction of the barn and the awarding of the contract as recommended by the members of the Division of Architecture and Engineering. Mr. Charles G. Lanphier has the information as to the exact amount of the bids, the same being within the estimated amount set up for this purpose. This will be paid from funds appropriated by Senate Bill #771.

F. We request permission to pay Hewitt and Bastian, associate architects, not to exceed $11,625.00 (or 7-1/2% of the contracts) to prepare plans and specifications for the following projects which are to be completed under the provisions of Senate Bill #771:

1. Painting and waterproofing Administration Building and the Old Academy Building.
2. Wiring of Industrial and Fine Arts Building and Morgan Gymnasium.
3. Ventilation of Morgan Gymnasium.

The architects' fees will be paid from Senate Bill #771 or from Contingency, Income Fund - Educational Operations. This request is made due to the fact that the Division of Architecture and Engineering does not have the personnel to provide this service for us and was approved by Board action on May 19, 1952.

VII. AUXILIARY ENTERPRISES: No report.

VIII. STUDENT LIFE

A. Music

Due to the increased enrollment Western High School competed this year for the first time in the Class D state music finals. A total of eighteen superior ratings were won by the band, girls' chorus, eleven soloists, and five ensembles.

B. Athletics

Our golf team has been exceptionally fortunate this year in that they for the second consecutive year won the I.I.A.C. team championship, and the same individual, Remo Crovetti, won the individual golf championship each year. They, likewise, won the N.A.I.A. District 20 team golf championship, and Jerry Walz won individual honors. The team represented the district at Abilene, Texas, on June 6 - 9. In this tournament one of the team members, James Michael, obtained second place in the driving honors and third place in putting. The team as a whole finished in fifth place.

IX. MISCELLANEOUS

A. Old Jayhawker Loan Fund

Mr. Harvey Seal, who taught at the Western Illinois State College for twenty-six years prior to his retirement in 1945, passed away at St. Francis Hospital, Macomb, on March 10, 1952.

It is with sincere regret that we report his death as he was an excellent teacher and a very loyal supporter of the college for many years.

Mr. Seal left a sum of money, estimated at $55,000, to be known as the "Old Jayhawker Student Loan Fund" to the college if and when his estate is settled. To date nothing definite has been reported to the college; therefore, we are not able to inform the members of the Teachers College Board the exact terms or stipulations of the grant.

B. Guest Day

The faculty members at Western and I were very encouraged on Guest Day, March 19, when we had students from seventy different high schools and a total of between 1,400 and 1,500 seniors on our campus. This is the largest Guest Day crowd we have had in the ten years I have been at Western.

X. SUMMARY

The approval of the Teachers College Board is requested for the following recommendations:

A. The list of Teachers College Scholarship students for the spring quarter 1952.

B. The list of Military Scholarship students for the spring quarter 1952.

C. The leave of absence without salary during the 1952-53 academic year for Mr. Bernard J. Young.

D. The employment of Mr. LaVon Rasco as Assistant Professor in the Department of English for the 1952-53 academic year at $450 per month.

E. The employment of Mrs. Vivian W. Myers as Instructor in the Laboratory School during the 1952-53 academic year at $400 per month.

F. The employment of Mr. Richard C. Keeley as Faculty Assistant in the Laboratory School during the 1952-53 academic year at $195 per month.

G. The employment of Mr. Wayne K. Howell as Instructor in the Library effective September 1, 1952 at $400 per month.

H. The employment of Miss May Elizabeth Richards as Instructor in the Department of Mathematics for the 1952-53 academic year at $480 per month.

I. The employment of Miss E. Sue Bagley as Instructor in the Laboratory School effective September 1, 1952 at $400 per month.

J. The employment of Mr. Herbert D. Zoebel as Assistant Professor in the Laboratory School for the 1952-53 academic year at $490 per month.

K. The employment of Mrs. Lillian Wallace as Faculty Assistant in the Department of Geography during the second summer term 1952 at $150 per month.

L. The resignation of Miss Virginia Dunmore, Assistant Residence Hall Director, effective August 1, 1952.

M. The employment of Mr. Alex F. Macklin as Janitor effective April 1, 1952 at $175 per month.

N. The addition of Mr. Harold O. Spicer to the substitute teacher list (first summer term only).

O. Classified employees and salary schedule for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, General Revenue Fund.

P. Classified employees and salary schedule for twelve months beginning July 1, 1952 to be paid from appropriation for Personal Services, Income Fund - Auxiliary.

Q. Approval of contract for repairs and modernizing dairy barn on college farm.

R. Payment of an amount not to exceed $11,625.00 to Hewitt and Bastian for preparation of plans and specifications for three rehabilitation proj-

ects to be completed with funds appropriated by Senate Bill #771.

Respectfully submitted,

F. A. BEU,
President

SUPPLEMENT TO REPORT OF THE WESTERN ILLINOIS STATE COLLEGE MACOMB, ILLINOIS JUNE 23, 1952

To the Members of the
Teachers College Board of Illinois:

The following proposed purchases, which will require expenditures in excess of $1,000, are presented for the consideration of the Board:

1. Purchase of Tractor (to be used in maintenance of campus grounds)

   Tractor, Ferguson - 30, with all standard equipment, lights as extra equipment, tires: front - 6.00 x 16, rear 11 x 28.

   Bids received:

Thompson Sales & Service, Roseville	$1,524.00
Brooks Soland, Blandinsville	1,657.50
Soland Sales & Service, LaHarpe . .	1,667.50
Baughman Implement Co., Macomb .	1,781.25

   Acceptance of the low bid of the Thompson Sales & Service, Roseville, is recommended.

2. Purchase of Light Fixtures (to replace obsolete and ineffective light fixtures in Laboratory School)

   75 Sylvania 4-lite T-12 fixtures, #CL 483, complete with louvers
   38 pr. Sylvania 4-lite end caps, #CSEC 20

   Bids received:

Kiefer Electrical Supply Co., Peoria	$3,878.34
B.L. Robinson Electrical Supply Co.,	

Burlington, Iowa. 3,997.27
Illinois Electrical Supply Co.,
Galesburg 4,000.10
Howe Electrical Supply Co.,
Jacksonville 4,483.50

The low bid of the Kiefer Electrical Supply Company, Peoria, is recommended for acceptance.

Respectfully submitted,

F. A. BEU,
President

REPORT OF THE NORTHERN ILLINOIS STATE TEACHERS COLLEGE

To be presented at the meeting of the Teachers College Board at Charleston

June 23, 1952

To the Chairman and Members of the Teachers College Board

Ladies and Gentlemen: I have the honor to submit the following report:

I. STUDENTS

Enrollment, Spring Quarter, 1952

	Men	Women	Total	Total One Year Ago
Undergraduates - full time				
Post Graduates	2	3	5	8
Seniors	202	173	375	438
Juniors	130	156	286	325
Sophomores	114	195	309	336
Freshmen	200	256	456	426
	648	783	1431	1533
Undergraduates - part-time				
Seniors	-	4	4	-
Juniors	-	2	2	-
Sophomores	-	1	1	-
	0	7	7	0
Evening Classes	11	84	95*	134
	659	874	1533	

* Of the 95 enrolled in evening classes, 9 are duplicates or students enrolled in more than one class.

Enrollment, Spring Quarter, 1952 (continued)

Graduate Students				
Full time	47	8	55	-
Part time	82	27	109	-
	129	35	164	
Total On-Campus Students	788	909	1697	
			- 9 (*)	
			1688	1667
Extension	13	248	261**	334
TOTAL, COLLEGE	801	1157	1958	
(Different students)			- 14 (* **)	
			1944	2001

Full Time Equivalent

Total On-Campus Full time equivalent	Spring Quarter	One Year Ago
Undergraduate	1458	No Record
Graduate	116	"
Total	1574	
Total Extension - full time equivalent	65	"
Grand total - full time equivalent	1639	"

	Boys	Girls	Total	One Year Ago
McMurry Laboratory School	118	107	225	231

* Of the 95 enrolled in evening classes, 9 are duplicates or students enrolled in more than one class.

** Of the 261 enrolled in off-campus extension courses, 5 are taking more than one course.

2. Courses Offered By Extension - Autumn, 1951-1952

Course	City	Men	Women	Total
Education 341-343	Galena	2	34	36
Education 342-344	Rockford	1	45	46
Education 435	Belvidere	-	22	22
Education 435	Morrison	3	38	41
Education 435	Downers Grove	-	20	20
English 351-353	Woodstock	-	25	25
Speech 319-E	Oregon	3	36	39
Total, Extension - -		9	220	229

Courses Offered By Extension - Spring, 1952

Course	City	Men	Women	Total
Earth Science 240	Freeport	3	27	30
Earth Science 240	Freeport	-	30	30
Education 321-322	Downers Grove	1	40	41
Mathematics 300	Dixon	2	23	25
Industrial Arts 200	Mt. Carroll	3	37	40
Education 435	Rockford	2	43	45
Speech 319-E	Belvidere	2	18	20
Music 210	Sterling	-	30	30
Total, Extension - -		13	248	261
TOTAL, AUTUMN AND SPRING EXTENSION		22	468	490

3. During the summer of 1952, the following off-campus courses will be offered:

Biological Science 405 - Lorado Taft Field Campus
Physical Science 355 - Dixon
Physical Science 355 - Cambridge
Physical Education 200 (Women) - Morrison
Physical Education 222 & 306 (Women) - Morrison
Health Education Workshop - Moline
Elementary Workshop - Elgin

4. The students whose names are listed below completed the requirements for graduation at the close of the spring quarter, June 1, 1952.

GRADUATES - June 1, 1952

Degree- Master of Science in Education

Constance Chenette Box	English	DeKalb
Thomas R. Crowell, Jr.	Educ. - Secondary	Sycamore
William Charles Eiserman	Educ. - Secondary	Waukegan
Victor Robert Griffin	Educ. - Secondary	DeKalb
Robert Paul Hardt	Educ. - Administrative	DeKalb
Frank Louis Kaminski	Biological Science	DeKalb
James O. Mann	Educ. - Administrative	DeKalb
Robert Masters	Educ. - Administrative	DeKalb
Kenneth Earl Michel	Biological Science	Ingleside
Donald Fredrick Miller	Educ. - Administrative	DeKalb
Erwin C. Richards	Educ. - Administrative	South Beloit
Paul Edward Schauer	Educ. - Supervisory	DeKalb
Sam Michael Viola	Biological Science	DeKalb
Donald Rinehart Wooters, Jr.	Educ. - Administrative	DeKalb

TEACHERS COLLEGE BOARD

Degree - Bachelor of Science in Education

LaVerne James Abels	Industrial Arts	Freeport
George H. Acker, Jr.	Industrial Arts	Dixon
Loretta Elizabeth Adams	Early Elementary	Chicago
Allison, Florence Elizabeth	Speech	Oak Park
Barbara C. Anderson	Early Elementary	Chicago
Gladys Virginia Anderson	Speech	Batavia
Gilbert Martin Andreoni	Physical Education	Lake Bluff
John T. Aquine	Chemistry	Chicago
Marty Ellen Baer	Early Elementary	Chicago
Elaine Anderson Baker	Early Elementary	Des Plaines
John Barder	Physical Education	Chicago
Shirley Jean Barrowman	Home Economics	Joliet
James Don Barten, Jr.	Botany	Elgin
Roger Lee Baumeister	Speech	Glenview
John Robert Beck	Industrial Arts	Elmwood Park
Gene Ray Becker	General Science (Chemistry)	Barrington
Dorothy M. Beckman	Physical Education	St. Charles
Walter Fay Beckman	Physical Education	Mt. Prospect
John Joseph Bednarcik	Physical Education	Chicago
Raymond Emmet Benson	Physics	Genoa
Marilyn Claire Beyers	Music	Bensonville
Mabel Catherine Bezanis	English	Cicero
Frank Henry Bieber	Later Elementary	Chicago
Amy Bignall	Early Elementary	Chicago
Mary Lou Boardman	Early Elementary	DeKalb
Richard David Boley	Industrial Arts	Berwyn
Robert Walter Boos	Earth Science	Dixon
Donald W. Bower	Physical Education	Elburn
Barbara Ardel Boyd	Early Elementary	Rockford
Max W. Brantner	Physical Education	Lanark
Jerome Broede	Zoology	Chicago
Pearl Marian Brookman	Later Elementary	Seneca
Jacqueline Elwy Brooks	Physical Education	DeKalb
Norman Dale Brust	Later Elementary	Minooka
William Francis Buerger	Social Science	Chicago
Edward George William Buffie	Later Elementary	DeKalb
Helen Frances Bures	Early Elementary	Chicago
Betty Jeanne Burr	Speech	Freeport
Patricia Ann Burris	Later Elementary	Waukegan
Bettylou Holmes Burton	Later Elementary	Kings
Francis Joseph Cahill	Physical Education	Utica
Ruth Evans Campbell	Later Elementary	Geneva
Elizabeth Ann Carlson	Early Elementary	Moline
Colette Sophia Carstens	Early Elementary	Peatone
Richard Edward Carter	Earth Science	Park Ridge

Students continued - Degree - Bachelor of Science in Education

Dorothy Mae Chadwick	Mathematics	Ashton
Arnold M. Chandler	Mathematics	Milledgeville
Michael Churillo	Physical Education	Chicago
Stanley Ciciora	Music	Calumet City
Clark, Leta A.	Later Elementary	Woodstock
Barbara M. Cole	Home Economics	Cortland
Ruth Etta Collins	Speech	Chicago
Kathleen Marie Conley	Home Economics	Chicago
Lucille Elizabeth Converse	Fine Arts	Glencoe
Mary Beth Cook	Zoology	Steward
Marianna Barbara Cortez	English	Chicago
Cossart, Russell,	English	DeKalb
Charles John Coyle	Social Science	Berwyn
Carolyn Sheets Craig	Home Economics	Zion
Lawrence Czerwinski	Physics	Brookfield
Helen Louise Davis	Home Economics	Polo
Robert Eugene Davis	Physical Education	DeKalb
Mrs. Edith M. Davy	Early Elementary	DeKalb
Stuart W. Day	Industrial Arts	Chicago
Sally Ann Dellenback	Physical Education	Maple Park
Mary Aileen Devine	Speech	DeKalb
Donald Edward Dewey	Music	Arlington Heights
Francis T. Dombrowski	Social Science	Chicago
Paul Allen Dority	Industrial Arts	Chicago
Robert C. Doyle	Industrial Arts	Chicago
Donald Raymond Dressler	Physical Education	Chicago
Irma Heinemann Duda	Later Elementary	DeKalb
Catherine Stowe Dunlap	Later Elementary	DeKalb
Marion Delores Dunlap	Early Elementary	Rockford
Harriett Geneva Eadie	Early Elementary	Hanover
Harry K. Ellis	English	Geneva
Engel, Alan Stuart	Social Science	Chicago
Mary Louise Epple	Early Elementary	Chicago
June Valorie Erickson	Social Science	Chicago
Robert John Erickson	Industrial Arts	Chicago
Richard Joseph Eudekis	Industrial Arts	Eudeikis
Sidney F. Felder	Physical Education	DeKalb
Beth Allen Ferguson	Physical Education	Savanna
Donna M. Frankfather	Later Elementary	Coleta
Lois P. Freund	Early Elementary	Chicago
Richard Allen Froberg	Industrial Arts	Oak Park
Galope, Greta G.	Physical Education	Savanna
Geertsen, Sylvia	English	Waukegan
Getzelman, William B.	Later Elementary	Hampshire

Students continued - Degree - Bachelor of Science in Education

Giltzow, Edwin	Later Elementary	Chicago
Goodman, Norman D.	Physical Education	Chicago
Greenhow, Willard G.	Mathematics	Rockford
Groh, Frederick C., Jr.	Industrial Arts	Berwyn
Gross, Adele P.	Later Elementary	Chicago
Gross, John F.	Industrial Arts	Chicago
Grotemeyer, Carol E.	Later Elementary	Oregon
Groves, Ellen	General Science	Chicago
Gruner, Carl W.	Zoology	Rockford
Gustafson, Darlene	Home Economics	Ottawa
Gustafson, Ruth R.	Later Elementary	Marengo
Gustavson, Joan A.	Early Elementary	Chicago
Haberman, Andrew F.	Physical Education	Chicago
Hall, James E.	Speech	Kansas City, Missouri
Hall, Josephine L.	English	DeKalb
Hallen, Leonard L.	Fine Arts	Rockford
Halverson, Jean M.	Zoology	Chicago
Hammerschmidt, Lois M.	Later Elementary	Lockport
Hampton, Dorothy J.	Later Elementary	Chicago
Hansen, Betty J.	Social Science	Chicago
Hansen, Robert L.	Industrial Arts	Woodstock
Hansen, Rosemary	Fine Arts	Woodstock
Harrison, Emily L.	Early Elementary	Des Plaines
Haseman, Elwood H.	English	Barrington
Hayes, Bernal C.	Later Elementary	Wyanet
Hayes, Jonathan B.	Social Science	LaGrange
Heidorn, Jane H.	Physical Education	Elmhurst
Heidorn, Ruth K.	Early Elementary	Elmhurst
Heimerdinger, Barbara	Physical Education	DeKalb
Heimerdinger, Robert	Physical Education	DeKalb
Henze, Margaret A.	Later Elementary	Chicago
Hess, Daniel K.	English	Aurora
Hodor, Robert J.	Industrial Arts	Chicago
Holm, Jacquelyn	Physical Education	DeKalb
Holmgren, Lorraine H.	Later Elementary	Chicago
Hooper, June T.	Zoology	Aurora
Howarth, Lissette A.	Home Economics	Chicago
Husak, Beverly E.	Physical Education	Chicago
Jankowski, Diana A.	Physical Education	Chicago
Janott, Joseph	Music	Chicago
Jayne, Mary J.	Speech	Chicago
Johnson, Corinne E.	English	DeKalb
Johnson, Kenneth W.	Physical Education	Rockford
Johnson, Ralph M.	General Science	Batavia

Students, continued - Degree of Bachelor of Science in Education

Johnson, Wesley L.	Industrial Arts	Sycamore
Just, Raymond	Fine Arts	Chicopee Falls, Massachusetts
Karras, Thomas G.	Social Science	Chicago
Kauth, Robert S.	English	Des Plaines
Kay, Irwin	Physical Education	Chicago
Keefe, Joseph J., Jr.	General Science	Galena
Kelso, Alec J.	English	LaSalle
Kennedy, Ethel M.	Early Elementary	Princeton
Keranen, Ruth M.	Later Elementary	Mundelein
Keys, Dorothy R.	Early Elementary	Marengo
Kirschbaum, Robert A.	Zoology	DeKalb
Kishkunas, Ruth	Music	Princeton
Kooken, Wallace Edmund	Physical Education	Chicago
Kostka, John F.	Chemistry	Rockford
Kraft, Joyce Ellen	Home Economics	Lisle
Kraus, Carolyn Ann	Early Elementary	Chicago
Krauz, Charles Edward	English	DeKalb
Kroger, Erna Annamarie	Later Elementary	Norridge
Krone, William E., Jr.	Industrial Arts	Chicago
Kuehn, Donna M.	Speech	DeKalb
Kurgan, Casimir	Industrial Arts	Chicago
Kushner, David	Physical Education	Chicago
Lamb, James Smart	Physical Education	Chicago
LaPlante, Kenneth E.	Later Elementary	DeKalb
Lawson, Robert E.	Physical Education	Connellsville, Pa.
Leistikow, Joan Barbara	Later Elementary	Chicago
Leland, Vivian Vidal	English	Libertyville
Leon, Lawrence J.	Physical Education	Marseilles
Lichtenwallner, Rita Lucia	Later Elementary	Chicago
Limbert, William Floyd, Jr.	Social Science	Park Ridge
Lindblade, Nyema Linnea	Physical Education	Rockford
Lindeman, Gerald Sheldon	Zoology	Rockford
Lindus, Barbara Elliott	Later Elementary	DeKalb
Linkevitch, Stephan Jerome	Industrial Arts	DeKalb
Long, Marilyn E.	Early Elementary	Rockton
Loomis, Calvin James	Social Science	DeKalb
Lundeen, Joyce Mina	Speech	Rockford
McBride, Patricia Ann	Physical Education	Sterling
McCullough, Mary Alice	Early Elementary	Durand
McQueeny, Michael	Social Science	Wheaton
Maas, Richard H.	Later Elementary	Westchester
Maggio, Matthew R.	Zoology	Lombard
Maimon, Josephine	Early Elementary	River Forest
Maropoules, George Frank	Physical Education	Chicago
Mart, Joan Halcyon	Physical Education	Des Plaines

Students, continued - Degree of Bachelor of Science in Education

Martin, Clare Joan	Speech	LaGrange
Mayer, James Edward	Botany	Chicago
Meath, Raymond C.	Physical Education	Oak Park
Memmen, Gilbert W.	Physical Education	Genoa
Messenger, Donald George	Fine Arts	Wauconda
Meyer, Robert Bruce	Industrial Arts	DeKalb
Michel, Gene E.	Industrial Arts	West Brooklyn
Mickles, Russell Edward	Industrial Arts	Ottawa
Miechowicz, John George	Physical Education	Chicago
Miller, Marjorie Frances	Fine Arts	Elgin
Misevch, Virginia Marie Bergstrom	Physical Education	Chicago
Moeck, Mary Ann	Physical Education	Lombard
Montavon, DoLores M.	Fine Arts	DeKalb
Mosevich, Edward Constant	Earth Science	Maywood
Moulis, Grace Beverly Phelps	Early Elementary	Clarendon Hills
Myers, Bernard J.	Earth Science	Naperville
Nelson, Carol Ruth	Home Economics	Cordova
Nelson, Rita Rose	Home Economics	Burlington
Neukirch, Peter Jack	Physical Education	Chicago
Nevin, Donald Thomas	Earth Science	Chicago
Nichols, Mary Louise	Early Elementary	Hebron
Nowaczyk, Audrey	Physical Education	Chicago
O'Brien, John J.	Physical Education	Chicago
O'Connor, John D.	Later Elementary	Chicago
Ohlwine, Evelyn Marie	Later Elementary	Polo
Olson, Alice F.	Early Elementary	Highland Park
Orr, George Alfred	Social Science	Chicago
Parker, Patricia Ann	Physical Education	Rockford
Parker, Thomas Franklin	Physical Education	Elgin
Peddle, Henry William	Social Science	Highland Park
Pelikan, Mary Ann	Social Science	Oak Park
Payton, Boyd L.	Social Science	DeKalb
Pickerill, Kenneth Lee.	Physical Education	Streator
Pickett, Tom	Speech	DeKalb
Pietryla, Ray Walter	Physical Education	Chicago
Polivka, Geraldine, Marion	Later Elementary	Bensenville
Porn, Mary Louise	Early Elementary	Mundelein
Ranallo, Violet Helen	Social Science	River Grove
Randolph, Raymond R.	Physical Education	Chicago
Rebel, John Verden	English	Forreston
Reed, Barbara June	Early Elementary	Oak Park
Reed, Marilyn Leola	Home Economics	Woodstock
Reid, Marguerite Priscilla	Physical Education	Chicago

Students, continued - Degree of Bachelor of Science in Education

Reinecke, Marilyn Jane	Mathematics	Chicago
Reinertsen, Norman Trygve	Later Elementary	Oak Park
Reinke, Carol Jane	Mathematics	Elmhurst
Ribal, Joseph E.	Social Science	Berwyn
Richards, Emmett	Social Science	Chicago Heights
Roberts, Thomas B.	Later Elementary	Western Springs
Robinett, Edward A.	Industrial Arts	Ottawa
Ross, John Aye	English	Plato Center
Ruff, Charles J.	Later Elementary	Ottawa
Ruffer, Leonard Lowell	Social Science	Chicago
Saimon, Jerry J.	Physical Education	Chicago
Saltzman, Herman	Physical Education	Chicago
Sasko, Lillian Anna Mae	Earth Science	Oak Park
Sasko, Rudolph	Industrial Arts	Oak Park
Schad, John	Social Science	Waukegan
Schauer, Joann Ruth	Later Elementary	DeKalb
Schell, Dale Harlan	Mathematics	Forreston
Schmidt, Franklin R.	Later Elementary	Chicago
Schmidt, Richard Harold	Physical Education	St. Charles
Schmidt, Roger R.	Later Elementary	Forreston
Schramm, Thomas John	Physical Education	Chicago Heights
Schultz, Marilyn Margaret	Early Elementary	Chicago
Schulz, Joan Evelyn	Social Science	Chicago
Schuster, Marna D.	Early Elementary	Elmwood Park
Scott, Stephen Carl	Industrial Arts	DeKalb
Sczygielski, Stella Jeannette	Early Elementary	Waukegan
Secker, James H.	Industrial Arts	Freeport
Senninger, Earl Joseph, Jr.	Social Science	Chicago
Seroka, Corrinne	Early Elementary	Chicago
Shabel, George Walter	Industrial Arts	Chicago
Shuman, Vernon C.	General Science (Zoology)	Chadwick
Siedenburg, Harold N.	Industrial Arts	Mount Carroll
Sinadinos, John James	Physical Education	Chicago
Skytte, Elsie	Early Elementary	Highland Park
Smale, Donna Jeanne	Early Elementary	Ringwood
Smith, Charles E.	Speech	DeKalb
Smok, Florence P.	Later Elementary	Chicago
Sperry Jeanne Marie	Physical Education	Aurora
Spotswood, Robert Eugene	Social Science	Chicago
Stevens, Robert William	Social Science	Paw Paw
Steward, Jean Gertrude	Music	Dundee
Stone, Marilyn Ruth	Early Elementary	Rock Falls
Striglos, Angeline	English	DeKalb
Sulaver, Milan	Social Science	DeKalb

Students, continued - Degree of Bachelor of Science in Education

Sullivan, Gerald Joseph	Speech	Wheaton
Szczeblowski, Joseph W.	General Science (Chemistry)	Chicago
Thomas, Jane Grimm	Home Economics	Chicago
Thomason, Richard E.	Mathematics	Streator
Tipps, Robert L.	Physical Education	Crystal Lake
Tokarczyk, Frank John, Jr.	Social Science	Chicago
Townsend, Alice	Early Elementary	Oak Park
Troglio, Mary Jane	Early Elementary	Spring Valley
Underwood, Kenneth E.	Industrial Arts	Lansing
Wahlgren, Jack Crosby	Mathematics	Hinckley
Walker, Oliver P.	Chemistry	Ottawa
Wallace, Richard Stuart	General Science (Zoology)	Sycamore
Ward, Gladys Jane	Zoology	Sterling
Weber, Robert James	Botany	Brookfield
Wehr, Barbara Jean	Zoology	Chicago
West, Milt	English	Momence
Whaley, Wilbur Welton	Later Elementary	Chicago
Whitt, John R.	Speech	Elgin
Wickstrom, Ernest	Physical Education	Chicago
Wilhelm, Elmer Fritz	Later Elementary	Geneva
Wisniewski, Cecilia F.	Later Elementary	Chicago
Wright, Albert Erwin	Social Science	Oak Lawn
Wright, Hardin Leonard	Industrial Arts	Malta
Wright, Ronald Jack Jerry	Speech	Rockford
York, Aaron, J.	Physical Education	Adams, Wis.
Ziegler, Robert John	Social Science	Chicago
Zimmerman, Ronald Thurl	Later Elementary	Orangeville

Commencement on June 1 was held on the campus with Dr. David L. MacFarlane as guest speaker. Using as his topic, "The Teacher - First Line of Defense for Freedom," Dr. MacFarlane combined both a baccalaureate and commencement message in his talk.

We estimated an audience of parents, friends, and visitors of approximately 6,000.

This is the first year that Northern offered graduate work and 14 master of science in education degrees were awarded.

5. Population Increase in Northern Illinois - 1940-1950

The census figures for the State of Illinois for the period 1940-1950 show an increase in the population of the state of 815,000 or approximately 10%. Of the total increase (815,000) 690,000 persons are in the northern 21 counties as shown on the accompanying map, with 125,000 being located in the remainder of the state. This means that approximately 85% of the increase in the population of the State of Illinois is in the northern 21 counties. As a matter of interest, there are more counties in the State of Illinois that lost population between 1940-1950 than gained, there being 46 counties that gained and 56 that lost. Of great importance to the college is the fact that every county in northern Illinois gained in population - from Cook County which gained 445,000 to Bureau County which gained Ill.

Live Births in 21 Counties of Northern Illinois

On the accompanying graph have been plotted the data supplied to us by the Division of Vital Statistics, showing live births by year from the year 1940 through the estimated number that was born in 1951. The graph also shows the date on which these children will enter as first graders (six years following birth.) If we are to assume that deaths throughout this period are in proportion and that "move-in and move-out" are the same, we can readily draw a conclusion that within the next year or two, more first graders, numbering in the tens of thousands, are going to enter school than have entered in the past few years. For example, in 1945, 95,000 children were born in northern Illinois while in 1946, 118,000 were born in northern Illinois or an increase of 23,000 children. We therefore can assume that 23,000 more children will enter the first grade in northern Illinois this autumn than entered last autumn. In the autumn of 1953, 14,000 more children will enter than entered in the autumn of 1952. The births in 1951 have surpassed any previous year in northern Illinois which will mean that in 1957, another high point will be

reached in numbers of first graders entering school. These figures are conservative because in the last few years, more families have moved into this area than away from it.

From the graph you will readily see that literally thousands of additional elementary teachers will be needed to take care of the increase in student population alone. If we add to this the fact that many persons already teaching will leave the profession because they will change occupations, retire, die, move away, etc., the need for additional elementary teachers is appalling.

Student Population - Undergraduate and Graduate

The accompanying maps showing the location of the homes from which our students come, give a clear picture of the fact that most of the students attending Northern Illinois State Teachers College come from the northern 21 counties of the State of Illinois, approximately 1% coming from out of State.

The fact that the students come from the general area in which the college is located is typical of the other state colleges. In the case of Northern Illinois State Teachers College, the great increase in population in the northern 12 counties and the location of the homes of our students in northern Illinois, points out the fact that we should be preparing for an influx of many prospective teachers in the near future, as well as for an unprecedented demand for qualified teachers on both the bachelor and master levels. This, of course, would indicate the need for additional buildings, facilities, and staff.

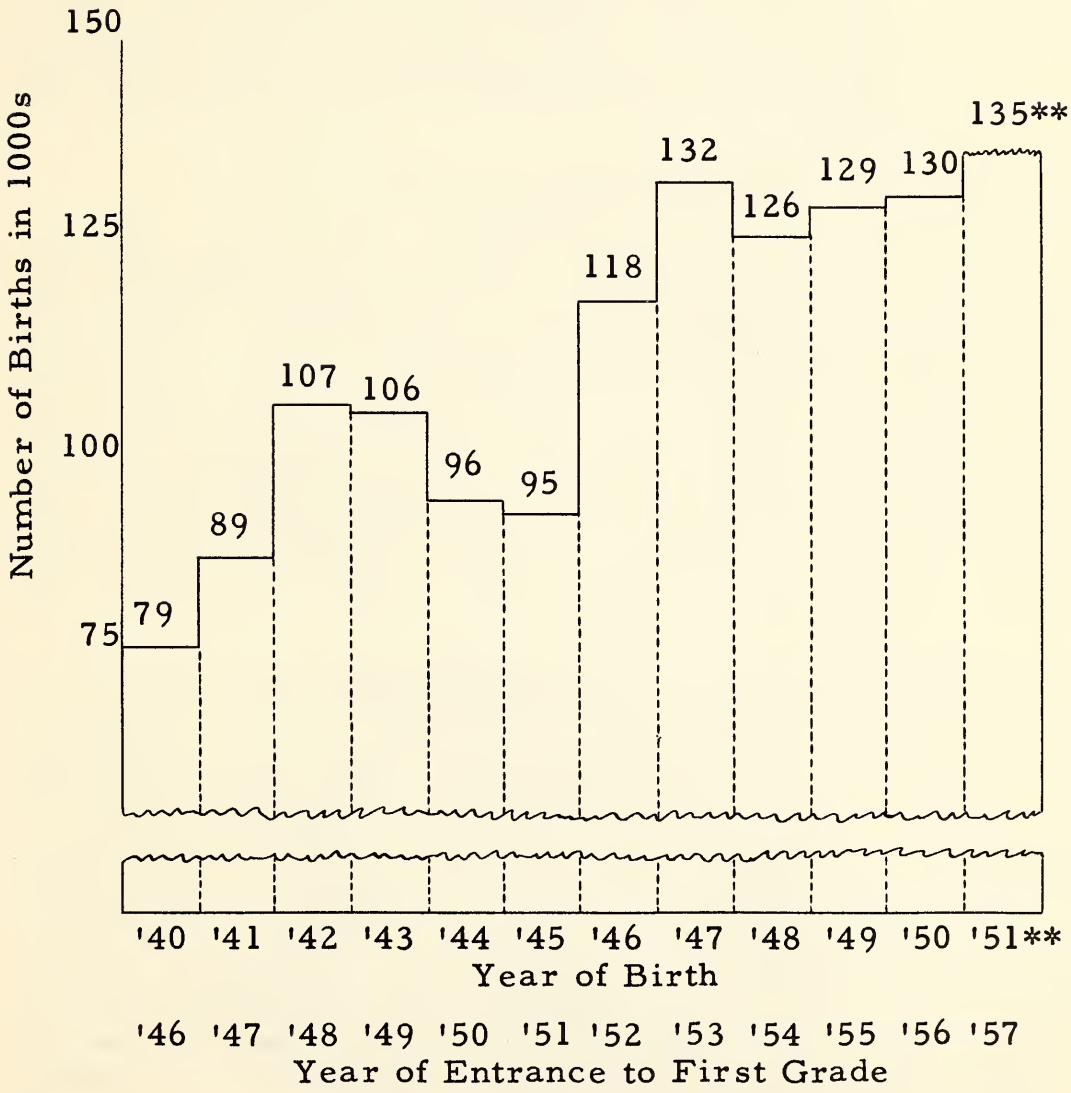
II. FACULTY

1. Resignations

Mr. Carl W. Knox, assistant dean of men, effective August 31, 1952, to accept a position as dean of men at Miami University, Oxford, Ohio. We very much regret losing Mr. Knox's services but this position is a definite advancement for him. We should like to request that his

NORTHERN ILLINOIS STATE TEACHERS COLLEGE
Leslie A. Holmes, President
De Kalb, Illinois

Live Births in 21 Counties
of Northern Illinois*
Place of Residence



* From the records of the Division of Vital Statistics Illinois Department of Public Health
** Estimate

salary for the months of July and August remain at the old rate of $550 per month rather than be changed to his new rate. If he had remained at the college, he would have been placed on a 12 months basis instead of an 11 months basis.

Miss Velma Reilly, assistant professor, Department of Physical Education for Women, on leave of absence without salary on a Fulbright grant in Holland during 1951-1952, effective immediately.

Mr. Harold J. Bluhm, part-time music supervisor at the McMurry Laboratory School, to accept a full time position with the DeKalb City Schools, effective at the close of school in June, 1952.

2. Replacements, Regular Year

a. Miss Joan Coulliette, instructor, Department of Music, at a salary of $3780 for nine months beginning in September. Miss Coulliette has her bachelor's degree from the University of Alabama and her master of music degree from the Eastman School of Music, Rochester, New York. She comes to Northern from a position at the University of Tennessee as an instructor in cello. Miss Coulliette will replace Miss Anne Golz who resigned.

b. Miss Jill J. Harstad, assistant director of Williston Hall, instructor, at a salary of $3325 plus maintenance for 9-1/2 months beginning September 1. Miss Harstad earned her bachelor's degree at the Concordia College at Moorhead, Minnesota and expects to receive her master's degree in personnel education at Syracuse University, New York. She has had experience in residence work at Syracuse University. Miss Harstad will replace Miss Elizabeth Seeger who is now director of Adams Hall as approved at the May 19 meeting of the Board.

c. Mr. Roy Jesson, instructor, Department of Music, at a salary of $3960 for nine months to replace Mr. Charles Baker who will be on

leave of absence during 1952-1953. Mr. Jesson has his bachelor's degree from Oxford University, England. He has his master's degree from the University of Indiana and expects to complete all courses and residence requirements for his doctorate during the summer. He has had experience at Hurstpierpoint College in England and served as graduate assistant at the University of Indiana. He also served in the British army with the rank of captain. This is a temporary appointment, approved at the April 21 meeting of the Board.

d. Mr. Reginald Nash, assistant professor, Department of Biological Science at a salary of $4050 for nine months beginning in September. Mr. Nash has his bachelor's degree from William Penn College at Oskaloosa, Iowa, his master's degree from the University of Iowa and expects to receive his doctorate within the next year. He has had experience as a graduate assistant at the University of Iowa and comes to Northern from a position as a ranger naturalist at Glacier National Park. This is a temporary position during the time that Mr. Thomas Janeway and Mr. Charles Rohde are away on leave of absence, approved at the April 21 meeting of the Board.

e. Dr. Dale Wilson, associate professor, Department of Speech at a salary of $5040 for nine months beginning in September. Dr. Wilson earned his bachelor's degree at the Western Michigan College, Kalamazoo, his master's and doctor's degrees at Purdue University. He has had experience at the Alexandria Public Schools, Alexandria, Minnesota as speech correction supervisor, was clinical assistant at Purdue University and assistant director and instructor at the Speech and Hearing Clinic at Purdue University and comes to Northern from a position as director of the Speech Clinic at Washington University. This position is a replacement for Mrs. Marjorie Burkland who resigned, approved at the April 21 meeting of the Board.

f. Miss Shirley Daily, instructor, supervising teacher at the McMurry Laboratory School at a salary of $3960 for nine months. Miss Dailey was on the staff during the past year on a temporary appointment at a salary of $3825 for nine months during the leave of absence granted to Miss Velma Reilly who has now resigned. We should like to employ Miss Dailey on a permanent basis.

3. "Block 'A'"

Following the meeting of the Board on May 19, the members of the Administrative Council made the following recommendations for the faculty members who were unable to receive the $20 per month increment if they were not moved into Block "A."

Moved into Block "A"

Assistant Professor			Salary 1951-1952	Salary 1952-1953
Pepinsky, Minerva	M. A.	Supervising Tchr.	4905	5130
Secrest, Lawrence	M. S.	Industrial Arts	4860 *	5310 *

(* On a 12 months basis extended at the regular monthly rate when employed for summer school - otherwise, employed 10 months at regular monthly rate.)

Not Recommended to Move into Block "A"

Associate Professor				
Caldwell, Loren T.	M. S.	Acting Head, Earth Science Department	2812.50 L	5760

L -- on leave of absence at half salary

Not Recommended to Move Into Block "A"

Assistant Professor			Salary 1951-1952	Salary 1952-1953
Edel, Edward F.	M. S.	Industrial Arts	4860	4950
McKinzie, Ralph	M. A.	Physical Education	4860 *	4950
Rohde, Charles	M. S.	Biological Science	4860	2475 (on leave)
Smith, Wilbur (Equivalent to M.S.)	B. Mus.	Ed. Music	4860	4950
Seed, Mary Jane	M. A.	Home Economics	4860	4950

* To be extended at regular monthly rate for 9½ months.

4. Leave of Absence Without Salary

Mrs. Vere Sellers, faculty assistant, college book store, leave of absence without salary for six months beginning May 13, 1952 because of illness -- with or without disability, depending upon the report from the University Retirement System. If there is no disability allowed, Mrs. Sellers requested a leave without salary for six months beginning April 10.

5. Corrections to May 19 report - and Correction in Name

a. Mr. William B. Froom was granted a leave of absence at half salary at the meeting of April 21. We will need to employ an instructor or some one of higher rank because of inability to get some one within the lower salary brackets. At the May 19 meeting we listed Milt West and Elwood Hasemann, faculty assistants, replacing Mr. Froom. Mr. West and Mr. Hasemann had been employed during the past and will continue their work next year on the same basis.

b. At the meeting of the Board on March 17, 1952, we listed Mrs. Nancy Totaro as social hostess, Gilbert Hall. We have just recently learned that Mrs. Totaro's name is "Sandra" and should like to correct this error so that the proper name will appear on the payroll. Mrs. Totaro will begin her work in September, serving half time. Mr. Joseph Totaro is part time resident counselor at Gilbert Hall.

III. OTHER SCHOOL EMPLOYEES

1. Non-Academic Payroll

A supplementary report will be in the hands of the Board members as soon as the salary schedule for the non-academic personnel at the college has been established.

2. Replacements

Osenberg, Arlene M., duplicating operator III, @ $225 per month as of May 1, replacing Mrs. Vere Sellers, faculty assistant, on leave as of May 13, 1952.

Washburn, Emily K., Clerk-stenographer I @ $210 as of May 16, replacing Patricia Buffie, resigned as of June 4.

Lee, Ethel C., Housekeeper @ $190 as of May 19, replacing Frances Nash, on leave of absence as of May 31. Mrs. Lee later resigned as of May 31.

Resignations

Maas, Joseph Sr., maintenance Worker, Lorado Taft area, final as of April 15.

Krauz, Mildred K., Library Clerk III, resigned as of May 31.

Change of Status

Hayes, Arnold, Stationary Fireman @ $327 to Stationary Engineer @ $370 as of April 1.

Rhoades, Robert, Stationary Fireman Helper @ $275 to Stationary Fireman @ $327 as of April 1.

Cook, Howard, Electrician from $417 per month to $2.53 per hour as of April 16.

Note: All replacements and change of status has been previously approved by the Advisory Committee.

IV. THE ORGANIZATION: No report.

V. THE CURRICULUM

1. Extension Centers

In order to more efficiently supply extension courses to northern Illinois, the college has been working on a plan to develop extension centers in some of the more densely populated areas of this part of the state. Using these centers will make it possible for the college to

a. Ascertain the needs of the in-service teachers well in advance.

b. Supply courses that are needed by teachers in the area.

c. Enable the college to supply high quality teachers.

d. Maintain the highest type of work, for these

centers would be located only in areas where good educational facilities are available.

e. Reduce the cost to the college of operating these centers because more than one instructor will travel in a car.

f. Educationally upgrade the teachers in the community as a result of the above named factors.

Following an intensive survey, extension centers are being planned in the following communities -- Joliet, LaSalle-Peru, and Rockford. Detailed work has been done in each of these communities and the need for extension courses on both the undergraduate and graduate levels has been clearly established.

The facilities available to us in Joliet and LaSalle-Peru provide for the use of the junior college facilities, including their library, supplemented by our own library. East Rockford High School has been approved for our use in Rockford. This is a large, new building with ideal classroom and library facilities. This library will be augmented with books from the college library. We have the whole-hearted cooperation of the administrators of all three areas.

In addition to the above named areas, we are doing research work to ascertain the need of extension centers for undergraduate and graduate work in Freeport, Aurora, Moosehart, Wheaton, Downers Grove, Elmhurst, Elmwood Park, and Maywood. We hope to have this study completed within a relatively short time. Other centers will be established when the need is clearly indicated.

2. Graduate Extension Courses

We should like to request approval of the Board to offer the following graduate courses in the college extension centers of Joliet, LaSalle-Peru, and Rockford:

Education 501 - Psychological Foundations of Education

(Methodology of psychological research. Survey

of important investigations with implications for educational practice. Detailed study of psychological problems of concern to individual students.)

Education 545 - Internship in Curriculum and Supervision

(An opportunity for qualified students to work individually or in small groups under the guidance of a college staff member in selected school situations. Includes direct experience and research.)

Education 551 - School Organization and Administration

(A basic course in organization and administration. Develops a philosophy for school administration and understandings of governmental relations at all levels of control; administration and financing of education.)

Research carried on by the director of extension and others has indicated clearly that there is a great need for these courses to be offered in the centers named. In examining the physical setting, each of the areas has excellent facilities, a good library to be augmented by books from our own library, and the best of class rooms. Other facilities in the community are also available to us. We feel that the above named courses can be offered advantageously in the areas indicated and that the quality of the work will be superior.

VI. BUILDINGS AND GROUNDS

1. Lorado Taft Field Campus - Heckman Residence

The summer Building Trades class in Industrial Arts is busily working in the area. We hope it will be possible at some time in the not too distant future for members of the Board to visit it. We were pleased that it was possible, through the courtesy of the Board, for us to have Mr. Julian Smith of the Department of Public Instruction, Michigan, to come to DeKalb and describe the field work and field camping projects to members of the Board.

The college is in the process of making ar-

rangements with the Division of Parks and Memorials at the present time to "borrow" the Heckman residence for a period of one year, beginning June 1, 1952 - July 1, 1953, free of rental charge. This will give us the use of the house this summer and early spring in 1953. Details of the agreement are being filed in the office in Springfield.

2. Barracks #15 - DeKalb County Association for the Crippled

The college is cooperating with the DeKalb County Association for the Crippled by allowing them to use one-half of one of the barracks vacated by men students who have moved into Gilbert Hall. The Association will use Barracks #15, free of rental charge and has agreed to maintain it, doing the necessary painting, etc., at its own expense. The college will supply janitorial service but will assume no responsibility in case of accidents. The Association agrees to vacate the building no later than July 1, 1953 if requested, leaving the property in as good condition as when the Association first occupied it. This is a service we feel is of great importance to the county and provides a good means for cooperation between the various civic groups.

The college is unable to use this building because of lack of funds with which to remodel it into offices and classrooms as originally planned. It is hoped that funds will be available by July, 1953 to remodel this building.

3. Swen F. Parson Library

Progress on our new library is being greatly hampered because we are unable to obtain ends for the bookstacks which are essential before equipment and books can be moved. On December 8, 1949, the contract was awarded to Snead and Company of Orange, Virginia -- two and one-half years ago! At the present time best information indicates that it will be mid-July and possibly later before the ends for the bookstacks will be available. This delay means that reconstruction on the old library space can not be started, thus delaying our Business Educa-

tion Department which will be housed there and this, in turn, will delay progress on a number of other projects which we had hoped and planned to begin early this summer so that quarters would be ready for occupancy for the beginning of college in September. We are presenting this for the information of the Board. The office of the state architect has been helpful and has tried to speed progress but thus far, all of us are "waiting."

VII. AUXILIARY ENTERPRISES

A. Teachers College Income Fund
Auxiliary Enterprises
January 1 - March 31, 1952

RECEIPTS

Balance - January 1, 1952	$1946.55
Barracks rental	7233.54
	$9180.09

EXPENDITURES

Personal Service		
Salaries	$1783.87	
Contractual Services		
Repair & Maintenance of real property	7.33	
Gas and electricity	193.08	
Commodities		
Structural & Maintenance materials	148.34	2132.62
Balance - Surplus of receipts over expenditures		$7047.47

B. Teachers College Board Bond Revenue Fund
Men's Residence Hall
Profit and Loss Statement
January 1, 1952 - March 31, 1952

	Gilbert Hall	Williston Hall	Adams Hall	Total
Sales and fees				
Food		26,226.26	15,929.08	42,155.34
Room	11,246.20	12,506.21	6,670.24	30,422.65
	11,246.20	38,732.47	22,599.32	72,577.99

	Gilbert Hall	Williston Hall	Adams Hall	Total
Less: Expense (operating)				
Personal Services	1,221.29	8,977.38	8.029.47	
Commodities other than food	5,521.67	1,628.89	505.88	
Contractual Services	781.53	2,255.01	1,068.10	
Office Expense		442.40	455.40	
Cost of Sales		12,742.53	9,206.05	
	7,524.49	26,046.21	19,264.60	52,835.60
Less Other Expenses				
Amortization of Bond Issue				225.00
Bond Interest				9,669.00
Total Expense				62,729.60
NET PROFIT - January 1, 1952 - March 31, 1952				9,848.39

C. Teachers College Board Bond Revenue Fund
Profit and Loss Statement
January 1, 1952 - March 31, 1952
Cafeteria and Tea Room

	Student Fees	Tea Room	Cafeteria	Total
Sales and Fees	1,168.00	16,453.25	25,996.00	43,617.25
Less: Cost of sales		8,709.36	12,880.49	21,589.85
	1,168.00	7,743.89	13,115.51	22,027.40
Less: Expenses (operating)				
Personal services		5,596.38	6,376.28	
Contractual services		607.43	628.87	
Other commodities		534.27	475.78	
Office Expense			63.36	
		6,738.08	7,544.29	14,282.37
Less: Other expenses				
Interest expense				411.00
Total expenses				14,693.37
TOTAL PROFIT, January 1 - March 31, 1952				7,334.03

VII. STUDENT LIFE

Student Housing

Housing for women students is "tight". Both dormitories have been filled as of February 1 for the coming year and daily the college receives letters from prospective students, parents, and friends, asking for rooms. At the present time there is a waiting list of 125 for the dormitories of which number, probably 25 girls will be able to live in the dormitories because of cancellations.

Gilbert Hall, residence for men, is expected to be filled for the coming year. Beginning in September meals will be served there. Men have been living there during the past year under adverse conditions but the building is expected to be completed and in full use in September.

IX. MISCELLANEOUS

Lucinda Avenue Bridge

In May, 1952, the college asked Dr. Browne to get an opinion as to whether or not the college owns the Lucinda Avenue bridge. The ownership has not as yet been definitely established. The college has at no time maintained the bridge, nor has the state. As reported previously to the Board, this bridge is in very poor condition and a hazard at all times.

X. SUMMARY. Approval is requested on the following:

1. Acceptance of the list of June, 1952 graduates and the awarding of the degrees of Master of Science in Education and Bachelor of Science in Education.

2. Acceptance of the resignations of Mr. Carl W. Knox, Miss Velma Reilly, and Mr. Harold Bluhm.

3. Approval of the appointments of Miss Joan Coulliette, Miss Jill J. Harstad, Mr. Roy Jesson, Mr. Reginald Nash, Dr. Dale Wilson, and Miss Shirley Dailey at the salaries indicated.

4. Approval to move assistant professors Miss Minerva Pepinsky and Mr. Lawrence C. Secrest into Block "A" at the salaries indicated.

5. Approval of granting of leave of absence for

Mrs. Vere Sellers under the conditions indicated.

6. Approval of appointments (replacements) for non-academic staff as indicated.

7. Acceptance of the resignations of non-academic staff as listed.

8. Approval of the change of status for non-academic staff as listed.

9. Permission to offer graduate extension courses - Education 501, Education 545, and Education 551 in Joliet, LaSalle-Peru, and Rockford.

10. Approval of the supplemental report.

Respectfully submitted,

Leslie A. Holmes
President

SUPPLEMENTAL REPORT
NORTHERN ILLINOIS STATE TEACHERS COLLEGE
DEKALB, ILLINOIS

Non-academic Staff, 1952-53

Payable from Personal Services - General Revenue and Income Fund, Educational Operations

Name	Position Title	Salary Rate 1951-1952	Salary Rate 1952-1953
Johnson, Arthur F.	Supt. Bldg. Maint.	5304.	5424.
Carlson, Arthur	Plumber	5533.20	5533.20
Cook, Howard L.	Electrician	5011.20	5011.20
Jacox, Clarence	Carpenter	4959.12	4959.12
Scott, Clarence	Carpenter	4959.12	4959.12
Blake, Harold	Custodial Supervisor	4080.00	4200.00
Holbo, Elmer	Janitor	2988.	3108.
Ferrell, Andrew	Janitor	2544.	2664.
Finnan, Francis	Janitor	2544.	2664.
Friestead, Arthur	Janitor	2544.	2664.
Pantilla, Edwin	Janitor	2544.	2664.

Name	Position Title	Salary Rate 1951-1952	Salary Rate 1952-1953
Wallberg, Walfred	Janitor	2544.	2664.
Williams, Herbert	Janitor	2544.	2664.
Compuzano, F. M.	Janitor	2400.	2400. (1)
Lindemann, Louis	Janitor	2400.	2400. (1)
Turnbloom, Elmer	Janitor	2400.	2400. (2)
Replacement	Janitor	2400.	2400.
Replacement	Janitor	2400.	2400.
New Position	Janitor	- -	2400.
New Position	Janitor	- -	2400.
New Position	Janitor	- -	2400.
Mosher, Agnes	Janitress	2184.	2400.
Skaar, Lillie M.	Janitress	2268.	2400.
Eastwood, Fred	Watchman	2544.	2664.
Lawson, Henry F.	Watchman	2544.	2664.
Prall, Edward	Watchman	2544.	2664.
Vannucci, James	Equipment Attendant	2700.	2820.
Nash, Charles	Stores Clerk	2544.	2664.
Mattson, Martin	Storekeeper	3192.	3360.
Homan, Fred	Stationary Engineer	4440.	4680.
Latimer, Ray	Stationary Engineer	4440.	4680.
Hayes, Arnold	Stationary Engineer	4440.	4680.
Hardin, Halstead	Stationary Fireman	3924.	4140.
Carlson, Donald	Stationary Fireman	3924.	4140.
Crofoot, Wendell	Stationary Fireman	3924.	4140.
Snyder, Donald	Stationary Fireman	3924.	4140.
Hinkle, Albert L.	Stationary Fireman's Helper	2700.	3300.
Replacement	" " "	2700.	2820
Kivell, Robert J.	Grounds Foreman	3828.	3948.
Gallagher, Thomas	Maint. Equip. Operator	2976.	3180.
Huttunen, Arvo	Maint. Equip. Operator	2976.	3180.
McDowell, Thomas	Groundsman	3036.	3156.
Blake, Elmer	Groundsman	2976.	3096.
Ruth, Harve S.	Groundsman	2976.	3096.
Nash, Stephan B.	Groundsman	2376.	2964.
New Position	Groundsman	- -	2400.
Pepple, Harry O.	Automotive Mechanic	3600.	3600. (3)

(1) Will be increased to $2580. on November 1, 1952

(2) Will be increased to $2580. on December 1, 1952

(3) Will be increased to $3900. on October 16, 1952

Name	Position Title	Salary Rate 1951-1952	Salary Rate 1952-1953
Long, William	Driver	2700.	2700.
New Position	Driver	- -	2700.
Walsh, William H.	Policeman	2988.	3108.
Jordan, Bernard	Policeman	2448.	2580.
Hayden, Everett	Senior Accountant	4080.	4200.
Johnson, Olive S.	Chief Clerk, Level 1	3564.	3684.
Mullis, Ferne B.	Secretary, Level I	3024.	3360.
Hale, Joyce	Secretary, Level 1	3036.	3156.
Anderson, Dora C.	Clerk-Steno. II	3000.	3120.
Munch, Marilyn	Clerk-Steno. II	2928.	3048.
Halverson, Mary Lou	Clerk-Steno. II	2904.	3024.
Kohler, Betty	Clerk-Steno. II	2772.	2892.
Jacox, Marlene M.	Clerk-Steno. II	2700.	2820.
Harold, Pauline	Clerk-Steno. II	1440. 1/2	1500. - 50%
Maurer, Marilyn	Clerk-Steno. II	2700.	2820.
Marvin, Alma	Clerk-Steno. II	2700.	2820.
Gommell, Dorothy	Clerk-Steno. II	2688.	2808.
Groves, Leta	Clerk-Steno. II	2688.	2808.
Bedick, Dorothy	Clerk-Steno. II	2400.	2640.
Johnson, Marjorie Ann	Clerk-Steno. II	2580.	2700.
Koski, Frances	Clerk-Steno. II	1344. 1/2	1500. 50%
New Position	Clerk-Steno. II	- -	2700.
Johnson, Genevieve	Clerk-Steno. I	2688.	2808.
List, Joyce	Clerk-Steno. I	2688.	2808.
Washburn, Emily K.	Clerk-Steno. I	2520.	2520.
Masters, Shirley	Clerk-Steno. I	2520.	2640.
Buzzell, Ruth	Clerk-Steno. I	2508.	2628.
Baxter, Mae	Clerk-Steno. I	2508.	2628.
Bollet, Beverly	Clerk-Steno. I	2508.	2628.
Britton, Jane G.	Clerk-Steno. I	2400.	2520.
Rohrer, Emma	Clerk-Steno. I	2268.	2388
Hawkins, Helen	Clerk-Steno. I	2400.	2520.
Siedenburg, Jeanette	Ass't. Jr. Pur. Agent	2712.	2832.
Harris, Margaret	Ass't. Cashier	2544.	2664.
Osenberg, Arlene M.	Duplicating Mch. Operator III	2700.	2700.
Hietikko, Anja	Clerk-Typist II	2544.	2664.
Renner, Blanche	Clerk-Typist II	2544.	2664.

Name	Position Title	Salary Rate 1951-1952	Salary Rate 1952-1953
O'Neil, Loretta M.	Clerk-Typist II	2220.	2340.
Polson, Evelyn M.	Clerk-Typist II	2112.	2232.
Lamb, Dolores	Clerk-Typist II	2400.	2520.
Long, Donna J.	Library Clerk III	- -	2400.
Cossart, Jean	Tab. Mch. Opr. I	2580.	2700.
Walt, Norma	Tab. Mch. Opr. I	2580.	2700.
Heaton, Carol	Bkkp. Mch. Opr. I	2220.	2340.
Rogers, Joan L.	Switchboard Opr. I	2100.	2100.

Non-academic Employees for 1952-1953

Payable from Bond Revenue Fund - Men's Residence Hall

Concidine, Mary	Clerk-Steno. I	2220.	2220. (1)
Meier, Mary L.	Clerk-Typist I	1936.	2046. (1)
Ward, Charlotte	Cook II	2464.	2574. (1)
Little, Rose	Cook II	2134.	2244. (1)
Devorak, Bertha L.	Cook I	2464.	2574. (1)
Butler, Margaret	Cook I	2134.	2244. (1)
Collin, Bessie	Cook I	2123.	2233. (1)
Anderson, Maude	Kitchen Helper	2134.	2244. (1)
Biers, Emma	Kitchen Helper	2134.	2244. (1)
Hickerson, Jennie	Kitchen Helper	2134.	2244. (1)
Tangerose, Gertrude	Kitchen Helper	2134.	2244. (1)
Lindelof, Helga	Kitchen Helper	2134.	2244. (1)
Repine, Fred	Kitchen Laborer	2134.	2244. (1)
Seppala, Senja	Housekeeper	2328.	2448. (2)
Peterson, Lillian M.	Housekeeper	2220.	2400. (9-1-52)
Nash, Frances R.	Housekeeper	2112.	2400. (9-1-52)
Jarvi, Frank	Janitor	2544.	2664. (2)
Deegan, John F.	Janitor	2544.	2664. (2)
Brophy, Cleveland	Janitor	2400.	2400. (3)
Halstead, S. Pinkie	Janitor	2400.	2400. (4)

(1) Salary for 11 months

(2) Salary for 12 months

(3) Will be increased to $2580. on October 1, 1952

(4) Will be increased to $2580. on November 1, 1952

Name	Position Title	Salary Rate 1951-1952	Salary Rate 1952-1953
New Position	Food Service Mgr.	- -	4400. (1)
New Position	Head Baker	- -	3025. (1)
New Position	Second Baker	- -	2200. (1)
New Position	Cook II	- -	2475. (1)
New Position	Cook I	- -	2200. (1)
New Position	Kitchen Helper	- -	1870. (1)
New Position	Kitchen Helper	- -	1870. (1)
New Position	Kitchen Laborer	- -	2145. (1)

(1) Salary based on 11 months. New positions are in Gilbert Hall - (new Men's Residence Hall)

Non-academic Employees for 1952-1953

Payable from Bond Revenue Fund - Cafeteria

Smith, Frank	Food Service Mgr.	5376.	5496. (1)
Lundberg, James	Food Service Manager	5280.	5496. (1)
Smith, Lucille	Food Serv. Supervisor	2893.	3003. (2)
Noble, George	Baker	2976.	3096. (1)
Hayes, Margie	Kitchen Helper	2244.	2354. (2)
Nelson, Emma	Kitchen Helper	2200.	2310. (2)
Kivel, Erie	Salad Maker	2178.	2343. (2)
Hayes, Agnes	Salad Maker	1881.	2046. (2)

(1) Employed for 12 months

(2) Employed for 11 months

Non-academic Employees for 1952-1953

Payable from Income Fund - Auxiliary Enterprises

Evenson, Andrew	Maintenance Worker	3192.	3480.
Pavelich, Kathryn A.	Clerk-Typist I	2100.	2220.

LIBRARY AUDITORIUM -

The Division of Architecture and Engineering, at the request of the Teachers College Board, readvertised for bids covering the purchase of Chairs for the Auditorium in the Swen F. Parson Library. Bids were opened in Springfield on Tuesday, June 17, 1952. We sincerely hope that there will be no delay in reaching a decision concerning the purchase of the Auditorium Chairs as we desire to complete the library construction and move into the building as soon as is humanly possible.

GILBERT HALL -

We have requested the Division of Architecture and Engineering to prepare plans and specifications for bronze plaques for Gilbert Hall, the men's dormitory, and have been informed by the Chicago office of the Division of Architecture and Engineering that the project has been placed on its production schedule. Due to an oversight the installation of these plaques was not included in the original plans and specifications.

Respectfully submitted,

Leslie A. Holmes
President

MINUTES OF MEETING OF TEACHERS COLLEGE BOARD

Eastern Illinois State College
Charleston, Illinois
June 23, 1952

The regularly scheduled meeting of the Teachers College Board and the college Presidents convened at 9:00 A.M. (C.S.T.) in the Administration Building on the campus of Eastern Illinois State College, Charleston, Illinois.

Chairman Wirtz called the meeting to order, roll was called, and the following members voted present:

Mr. W. W. Wirtz, Chairman
Mr. Jack Austin
Mr. Joseph F. Bohrer
Mrs. William R. Harris
Dr. Joseph Pois
Mr. R. A. Stipes, Jr.
Mr. Lewis M. Walker

The following members were absent:

Dr. Vernon L. Nickell
Dr. Noble J. Puffer
Dr. Wm. C. Reavis
Dr. Lester O. Schriver

Also present were the following:

Dr. Robert G. Buzzard, President
Mr. Raymond R. Gregg, Business Manager
Eastern Illinois State College

Dr. R. W. Fairchild, President
Mr. Preston M. Ensign, Business Manager
Illinois State Normal University

Dr. F. A. Beu, President
Western Illinois State College

Dr. L. A. Holmes, President
Mr. Emil A. Anderson, Business Manager
Northern Illinois State Teachers College

Dr. Richard G. Browne, Executive Officer
Teachers College Board
Springfield, Illinois

Mr. Chas. G. Lanphier, Secretary
Teachers College Board
Springfield, Illinois

The first matter of business before the Board was the minutes of the meeting of May 19, 1952.

Since there were no corrections to the minutes of the meeting of May 19, 1952, Mr. Bohrer moved that they be approved as submitted. The motion was seconded by Mr. Austin, and unanimously carried.

COMMITTEE APPOINTMENTS

According to the By-Laws all proposed committee appointments shall be presented by the Chairman at the June meeting of each year, and a list of all nominations shall be sent each Board member at least five days before the meeting at which committees are appointed.

Having complied with the By-Laws, Chairman Wirtz requested approval of the committee appointments as per list submitted, with the addition that Mr. Stipes be added as a fifth member of the Finance Committee.

Mr. Bohrer moved that Mr. Stipes be added as a member of the Finance Committee. The motion was seconded by Mr. Austin, and unanimously carried.

Mr. Bohrer then moved the approval of the committees as recommended by the Chairman. The motion was seconded by Mr. Austin and unanimously carried.

UNFINISHED BUSINESS

In Part II of Dr. Browne's Report No. 10 he presented a report on a question of interpretation of a motion previously adopted by the Board relative to union negotiations, and following much discussion Mr. Pois moved that the major responsibility for negotiating agreements with representatives of employees be delegated to the University Merit Board, and that such agreements be submitted to the Teachers College Board for approval. If approved, the Executive Officer of the Teachers College Board would be responsible for notifying the Union and the Merit Board of this approval. The motion was seconded by Mr. Stipes, and unanimously carried.

Mr. Bohrer presented and moved the approval and adoption, effective July 1, 1952, of the statement "Proposed Policy Relating to Employee Benefits Under the University Civil Service System of Illinois" as presented and recommended by the Merit Board in the communication of Donald E. Dickason, Director, under date of May 29, 1952, with an amendment of Section V of said statement, making the entire policy statement hereby adopted reading as follows:

PROPOSED POLICY RELATING TO
EMPLOYEE BENEFITS
UNIVERSITY CIVIL SERVICE SYSTEM OF ILLINOIS

I. LEGAL HOLIDAYS

A. Offices, laboratories, and shops will be closed and all employees in the System excused, except in emergency and for necessary operation, on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

1. Employees in prevailing rate groups will be compensated in accordance with local prevailing practice.

a. If in any prevailing rate classification holidays in addition to those listed above are recognized in local prevailing practice, these holidays shall be recognized in relation to employees in these classifications in accordance with the condition herein provided.

2. Permanent and continuous employees not in

prevailing rate groups will be excused with full pay.

B. In the event that work is required

1. Employees in prevailing rate groups will be compensated in accordance with prevailing practice.

2. Other employees, except those in administrative classifications as approved by the Merit Board, will be compensated by time and one half payable in cash, in addition to regular compensation.

3. Administrative employees in classifications approved by the Merit Board shall receive no additional compensation.

II. WORK WEEK

A. Employees other than administrative

1. All employees other than those in administrative classifications as approved by the Merit Board shall have a basic work week of 40 hours, except as stipulated in agreements, or in local prevailing practice, or general community patterns.

a. Determination of the daily and weekly schedule within which these hours are to be worked is to be considered as subject to agreement between the individual institutions and their employees.

B. In administrative classifications, it is understood that work will be performed as required by the position, but that insofar as possible the basic work week shall be 40 hours.

1. Individual institutions may determine with the approval of the Merit Board the level at which the employee becomes an effective part of management and therefore at what level his classification becomes administrative for the purpose of this paragraph.

C. Except in operations where services are regularly required seven days a week, work performed on Sunday is overtime, to be compensated in cash at the overtime rate of time and one half, or as stipulated in agreements.

III. OVERTIME PAY

A. All time in excess of the units of hours constituting the work day or the work week is overtime and will be compensated as follows:

1. For employees in prevailing rate groups, overtime will be compensated at time and one half, unless under local prevailing practice a higher rate is paid in which case the local prevailing practice will be followed.

2. For employees other than administrative not in prevailing rate groups, overtime will be compensated at time and one half in cash.

3. For employees in administrative groups for whom no fixed and rigid daily or weekly schedule is provided and the discharge of whose duties normally requires a certain amount of flexibility in such schedule, additional cash payment may be authorized at straight time for overtime required and worked in amounts excessive beyond normal expectation of the work schedule of the position.

B. Paid time in which work is not performed shall count as working time toward the accumulation of overtime in any work week.

C. By mutual agreement between a department and an employee, with the approval of the Director, the employee may work overtime with equivalent time off at straight time (in lieu of cash payment), such time off to be taken at some mutually agreeable time;

1. Provided that this does not conflict with local prevailing practice.

IV. DISABILITY LEAVE WITH FULL PAY

A. Each employee shall accumulate disability leave with full pay at the rate of one working day for each month of service until total accumulation is 45 working days. Amount of leave accumulated at the time when any disability begins shall be available in full and additional leave shall continue to be earned while an employee is using that already accumulated. After an employee has accumulated a total of 45 working days his rate

of accumulation shall be reduced to one work day for each two months of service. There shall be no limit in the amount which may be accumulated at this rate thereafter. If use of available leave thereafter reduces the total to less than 45 days, the accumulation will again be at the rate of 1 day per month until a new total of 45 days is reached.

B. Disability leave may be used when it is necessary for an employee to be absent from work because of illness in his immediate household or family.

C. 1. Employees of the University of Illinois Shall have transferred to their credit such cumulative disability leave as may have been credited to them as of the effective date of the policy here set forth.

2. Other employees of the System shall be credited as of the effective date of this policy, with the number of work days which equals the number of days in the employee's present work week times the number of years of his service to a maximum of ten times the number of work days in his present work week.

V. VACATIONS WITH FULL PAY

A. For all employees in their first year of service

1. No vacation shall be available for employees with less than six months of service, but at the end of six months of employment, one half of the first year's vacation as listed in B - 1 and 2 shall be considered as earned and available, and the fractional amount of the first year's vacation shall be available thereafter in proportion to the fraction of the year worked.

B. For all employees in their second and succeeding years of service

1. For all employees having an established basic work week with additional compensation for overtime beyond that work week:

a. For those employees with less than ten years of service, vacation shall be two work weeks in each year of service.

b. For those employees, other than those employees in prevailing rate groups, with ten or more years of service, vacation shall be three work weeks in each year of service.

c. For all employees in prevailing rate groups vacations shall be two weeks in each year of service, unless under a generally prevailing practice a longer period of vacation is provided, in which case prevailing practice shall be followed.

2. For employees in administrative and professional classifications of upper level responsibility as approved by the Teachers College Board and the Merit Board, for whom no fixed or rigid daily and weekly schedule is provided, and the discharge of whose duties usually requires a certain amount of flexibility in such schedule, and for whom no provision is made for the payment of overtime worked except when such overtime is in an excessive amount, vacations shall be such as to provide essential equity for these employees taking into account the factors above noted.

The motion was seconded by Mr. Stipes, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Absent
Mr. Nickell	Absent
Mr. Pois	Pass
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion carried.

Mr. Stipes then moved that the subjects covered by our policy statement above recited are not subject to negotiations with employees or representatives thereof. The motion was seconded by Mr. Bohrer, and unanimously carried.

The Board was advised that an agreement had been reached with the International Union of Operating Engineers, which agreement made no change in policy, just a change in rates.

Mr. Bohrer moved the approval of the agreement with the International Union of Operating Engineers which recites in body that it is effective July 1, 1952. The motion was seconded by Mr. Stipes, and unanimously carried.

ELECTION OF OFFICERS

Mr. Bohrer advised that according to the By-Laws the Secretary of the Board shall be elected at the annual meeting of the Board, which meeting shall be held on the third Monday of March. This matter was overlooked at our March meeting, so Mr. Bohrer moved that Mr. Lanphier be elected Secretary of the Board for a term expiring at our annual meeting in 1953. The motion was seconded by Mr. Pois, and unanimously carried.

REPORTS OF OFFICERS OF THE BOARD

Dr. Browne presented his Report No. 10 as Executive Officer and Educational Coordinator which was divided into three parts, namely, Part One - Faculty Loads - Teaching and Non-Teaching; Part Two - Union Negotiationsl and Part Three - Central Office Work.

With regard to Part One of Dr. Browne's Report No. 10, and following much discussion, Mr. Stipes moved that the Board request the colleges to keep to a minimum the number of undergraduate classes enrolling fewer then ten (10) students, and ask that the Presidents report regularly to the Board the number of such classes that exist. The motion was seconded by Mr. Pois, and unanimously carried.

With regard to Part Three of Dr. Browne's Report No. 10, in which a recommendation is made, following a meeting of the Central Office staff, the four business managers, and the survey staff, that the Board grant authority to the colleges to replace nonacademic employees without specific Board or Advisory Committee approval when the position to be filled is provided in the approved internal budget and the new employee is to receive a salary no greater than the employee replaced, Mr. Stipes moved that the recommendation be approved. The motion was seconded by Mr. Walker, and unanimously carried.

Also in Part Three of Dr. Browne's Report No. 10 he reported that the survey on architectural services had been delayed due to illness of Mr. Bennett. However, after this Report No. 10 had been completed, a report had been received from Mr. Bennett on this architectural survey, and a copy of said report had been sent each Board member.

Following some discussion Mr. Stipes moved that we accept the report of Mr. Bennett on the architectural survey, and that a letter of thanks be sent Mr. Bennett. The motion was seconded by Mr. Walker, and unanimously carried.

Mr. Lanphier presented his report as Financial Coordinator by reporting on a meeting that had been held with representatives of the Division of Architecture and Engineering, the Department of Finance, Dr. Buzzard, Dr. Fairchild, Dr. Browne, and himself in connection with the condition that exists regarding money appropriated for rehabilitation and modernization work at the colleges.

The result of the meeting was that the Division of Architecture and Enginnering gave assurance that they would do everything in their power to see that work was completed or authorization given the colleges to have the work done.

REPORTS OF PRESIDENTS

Dr. Buzzard presented his report and appendix on Eastern Illinois State College with the request that the following correction and additions be made in the SUMMARY on Page 18:

Item 5, the figure should read $5,289.92 instead of $7,534.92;

Item 9, should be added and should read: "Reject bid for landscaping of area adjacent to new Residence Halls with permission to negotiate other bids under direction of Advisory Committee;"

Item 10 should be added and should read: "Permission to expend not to exceed $15,745.59 from Contractual Services for dressing rooms under the supervision of the Advisory Committee;"

Item 11 should be added and should read: "Permission to expend not to exceed $3,150.00 for new bids on black-

topping parking area west of Library under supervision of the Advisory Committee;"

Item 12 should be added and should read: "Permission to expend from Senate Bill 771 from added $66,500.00 for rehabilitation of kitchen in Pemberton Hall and Home Economics kitchens in Practical Arts Building under new bids with supervision of the Advisory Committee."

Dr. Buzzard next requested approval of requests of Frank Gwin, Janitor I, and Mrs. Leah Stevens Castle, Asst. Professor, for retirement at the ages of 60 and 59 respectively. Inasmuch as the ages of both individuals are below the regular retirement age, Board action is necessary.

Dr. Buzzard next requested permission to expend not to exceed $20,000.00 for services of an associate architect for the rehabilitation program outlined by the Division of Architecture and Engineering.

Following much discussion Mr. Austin moved that the report, appendix, and verbal requests submitted by Dr. Buzzard for Eastern Illinois State College be approved. The motion was seconded by Mr. Walker, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unaminously carried.

Dr. Fairchild presented his report on Illinois State Normal University together with supplement, and requested that the following changes and additions be made in the SUMMARY on Page 43:

There should be an Item 18a and it should read: "Acceptance of Change in Status for Dr. Gertrude M. Hall and Mr. Burton L. O'Connor;"

Item 20 should read: "Granting of leave of absence to

Mr. John J Fenton, Stationary Fireman, and Mr. Carl E. Palmblade, Carpenter;"

There should be an Item 21a and it should read: "Creation of New Positions - Clerk Stenographer II in University Testing Service and Inventory Supervisor in Business Office;"

Item 22, the names of Mary K. Garls and Peter Robert Bakas should be added;

Item 27 should read: "The release of $21,000.00 and $44,860.00 from the Rehabilitation and Modernization Fund as authorized in Senate Bill 771 covering necessary additional work on Fell Hall;"

There should be an Item 27a and should read "Release of $55,000.00 as the balance in the reappropriation of $75,000.00 for furniture and furnishings for Fell Hall."

Following some discussion Mr. Bohrer moved that the report of Illinois State Normal University be approved as amended and with the exception that Dr. Fairchild shall receive the approved salary of $13,000.00 starting July 1, 1952. The motion was seconded by Mr. Pois, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Mr. Bohrer apprised the Board of a situation at Normal regarding the vacating of a street and the proposed construction of a storm sewer.

Following much discussion Mr. Bohrer moved that Dr. Fairchild be authorized to advise the Town Council of Normal, Illinois, that, provided the Council first legally and properly vacates Sudduth Road from the east line of Main Street to the west line of University Avenue, then the Teachers College Board will pay 7/17 ths. of the actual cost of the storm sewer (as proposed) with a maxi-

mum liability of $7,000.00 on this Board. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Pass
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was carried.

Dr. Beu presented his report on Western Illinois State College together with revised pages 5, 6, and 7 and requested that the 1952-53 salary for Gervase R. DeHaven, on page 5 revised, be $4,906.80 instead of $4,620.00, and the 1952-53 salary for Thomas V. Larson, on page 5 revised, be $4,959.00 instead of $4,620.00; and the 1952-53 salary for Guy Moore, also appearing on page 5 revised, be $4,176.00 instead of $4,016.00.

He also requested that on page 10, Item F, the figure appearing therein be changed to $11,625.00, and Item R, in the Summary, the figure there should also read $11,625.00.

Following but little discussion Mrs. Harris moved that the report on Western Illinois State College be approved as amended. The motion was seconded by Mr. Austin, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Pass
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes presented his report on Northern Illinois State Teachers College together with supplement and requested that on page 5 of the supplement the 1951-52 and 1952-53 salary rate for Senja Seppala be changed to 2328 and 2448 respectively, and also that the 1952-53 salary rates for Lillian M. Peterson and Frances R. Nash be changed to 2400 as of 9-1-52.

Dr. Holmes also requested that an Item 10, reading "Approval of the Supplemental Report" be added to the SUMMARY on Page 18.

Following but little discussion Mr. Walker moved that the report on Northern Illinois State Teachers College be approved as amended. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

Dr. Holmes presented a drawing showing the proposed landscaping around the Library and requested Board approval of same.

Mr. Bohrer moved that we approve the plan for the landscaping around the Library Building. The motion was seconded by Mr. Stipes, and unanimously carried.

Mr. Wirtz, Chairman of the Advisory Committee for Northern, advised that since the last meeting the Advisory Committee acted favorably on the recommendation of the Division of Architecture and Engineering relative to repair on boilers #2 and #3 in the Power Plant for an amount of $1,193.00 per boiler. Money for this work is available in a reappropriation for "Completion of Power Plant."

Mr. Stipes moved that we approve the action taken by the Advisory Committee at Northern relative to repair

on boilers #2 and #3 in the Power Plant. The motion was seconded by Mr. Bohrer, the roll was called, and the vote was as follows:

Mr. Austin	Yea
Mr. Bohrer	Yea
Mrs. Harris	Yea
Mr. Nickell	Absent
Mr. Pois	Yea
Mr. Puffer	Absent
Dr. Reavis	Absent
Mr. Schriver	Absent
Mr. Stipes	Yea
Mr. Walker	Yea
Mr. Wirtz	Yea

The motion was unanimously carried.

AUDITORIUM CHAIRS

Dr. Browne advised that three bids had been received on the auditorium chairs for Normal and Northern and that the low bid was submitted by the Potomac Engineering Company. However, due to circumstances, the Division of Architecture and Engineering was not recommending the acceptance of any of the bids. They did recommend that the Board appoint a committee to examine samples of chairs and possibly visit places where installations have been made.

Following some discussion Mr. Bohrer moved that a committee be created and authorized to examine samples of chairs and to act on the choice of the chair that we will take; the committee to consist of four (4) members; the Chairman of this Board, Mr. Wirtz, the Executive Officer of this Board, Dr. Browne, and two (2) other persons to be appointed by the Chairman. The motion was seconded by Mr. Austin, and unanimously carried.

The other two persons appointed by the Chairman are Mr. Bohrer and Mr. Puffer.

REPORTS OF COMMITTEES

Mr. Wirtz reported that the Building Committee had met on Sunday afternoon with representatives of Illinois State Normal University to discuss the proposed new campus Laboratory School. The material presented by the representatives from Normal was not as comprehensive as the Building Committee would have liked. Consequently, it was decided that the committee from Normal

should prepare new and more comprehensive material and present it to the Building Committee at a meeting to be held Sunday afternoon, July 20, 1952, beginning at 1:00 P.M. (C.D.T.). It was also decided that inasmuch as Eastern and Northern are also working on plans for Laboratory Schools that representatives from their respective schools also be present at this meeting and have material to present.

Mr. Stipes moved that we approve the report of the Building Committee. The motion was seconded by Mr. Bohrer, and unamimously carried.

Mr. Pois, Chairman of the Special Committee on the employment of an Accountant and Purchasing Agent, reported that the Committee had held several meetings and were recommending that Mr. Lanphier focus some attention on the purchasing problems and the development of a purchasing manual, and that we attempt to obtain an Accountant, to be paid by the Department of Finance during 1952-53, who will work with Dr. Potthoff on a study that is being made of comparable operating costs of our State colleges and who would also develop a manual of basic financial policies. It was also recommended that this Committee continue to function.

Following some discussion Mr. Stipes moved that the Report and recommendations of this Committee be approved. The motion was seconded by Mr. Pois, and unanimously carried.

At the last meeting the Board approved dates and places for future Board meetings; the next meeting to be held on July 21, 1952, in Springfield, Illinois. However, after some discussion, it was unanimously approved that the place of the next meeting be changed from Springfield, Illinois, to Illinois State Normal University, Normal, Illinois.

There being no further business before the Board Mr. Walker moved that the meeting stand adjourned until the next meeting on July 21, 1952, on the campus of Illinois State Normal University, Normal, Illinois. The motion was seconded by Mr. Bohrer, and unanimously carried.

W. W. Wirtz
Chairman

Chas. G. Lanphier
Secretary